

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **HUMAN SERVICES COMMITTEE**

Patrick Evans, Chair  
Dan Robinson, Vice Chair  
Brad Hopp, Dan Haefs, Pat La Violette

### **HUMAN SERVICES COMMITTEE**

**Wednesday, January 22, 2014**

**6:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 26, 2013.

### **Comments from the Public**

#### **Report from Human Services Chair, Patrick Evans**

- a. Teen Parent Quarterly Outcome Report, Catholic Charities – Informational.
2. **Review Minutes of:**
  - a. Aging & Disability Resource Center of Brown County Board Meeting (December 10, 2013).
  - b. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (December 10, 2013).
  - c. Children With Disabilities Education Board (December 17, 2013)
  - d. Community Options Program Planning Committee (November 25, 2013).
  - e. Human Services Board (November 14 & December 13, 2013 and January 9, 2014)
  - f. Northeast Wisconsin Family Care Board of Directors (January 8, 2014).
  - g. Veterans Recognition Subcommittee (November 19 & December 17, 2013).

### **Health Department**

3. Budget Adjustment (13-131): Increase in expenses with offsetting increase in revenue.
4. Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled "Public Health Nuisance." (Odor Complaints). *Referred from October County Board.*

### **Human Services Department**

5. Resolution re: On helping families move from homelessness to self-sufficiency. *Referred from November County Board.*
6. Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. *Referred from December Executive Committee.*
7. Budget Adjustment (13-129): Increase in expenses with offsetting increase in revenue.
8. Executive Director's Report.

9. Financial Report for Community Treatment Center and Community Programs.
10. Statistical Reports.
  - a. Monthly Inpatient Data – Community Treatment Center.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
11. Request for New Vendor Contract.

**Aging & Disability Resource**

12. Fiscal Year to Date Summary Report.

**Syble Hopp School** – No agenda items.

**Veterans Services** – No agenda items.

**Other**

13. Audit of bills.
14. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Tuesday, November 26, 2013 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

---

**Present:** Chair Evans, Supervisor Robinson, Supervisor Haefs, Supervisor Hopp  
**Excused:** Supervisor La Violette  
**Also Present:** Jeremy Kral, Timothy Schmitt, Supervisor Hoyer, Supervisor Campbell, Mark Steuer, media

---

**I. Call Meeting to Order.**

The meeting was called to order by Chairman Patrick Evans at 6:01 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**III. Approve/Modify Minutes of October 23, 2013.**

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**IV. Discussion regarding December meeting date (regular meeting falls on Christmas).**

A brief discussion was held regarding a meeting date for December as the regularly scheduled meeting night would fall on Christmas. Chair Evans will give this more consideration and let Committee members know if a December meeting will be held and, if so, on what date.

**Comments from the Public.** None.

**Report from Human Services Chair, Patrick Evans.** None.

**1. Review Minutes of:**

- a. Aging & Disability Resource Center of Brown County Board Meeting (October 24, 2013).
- b. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (October 24, 2013).
- c. Children With Disabilities Education Board (October 22, 2013)
- d. Veterans Recognition Subcommittee (October 15, 2013).

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to suspend the rules and take Items 1 a – d together. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to receive and place on file Items 1a – d. Vote taken. MOTION CARRIED UNANIMOUSLY**

### Communications

2. **Communication from Supervisor Hoyer re: Staff provide comprehensive statistics about the use of County funds used to prevent and mitigate homelessness in Brown County – focusing on the dollars spent on Brown County citizens vs. individuals from outside of our community. Put these data into a presentation to be given to the entire board. *Referred from November County Board.***

Supervisor Hoyer addressed the Committee. He noted that in his short tenure on the Board the issue of homelessness has come up a number of times and almost unilaterally instead of talking about the issues therein there are discussions as to who the homeless are, where they are coming from, who we provide services to, etc. He has heard others state that we are an exporter of indigent populations in that Brown County residents are being seen elsewhere in the State. What Hoyer would like to see is data and a presentation by employees that will represent some sort of reality to this issue. He felt that we should move beyond the typical conversations to address that in spite of all of the efforts done by organizations in the community this is a realistic problem that is getting larger that we need to think about. He does not feel that Brown County and the Supervisors have taken a leadership role in this regard. The reason for this communication is to move beyond the distraction of who is drawing in what and further, Hoyer acknowledged that in a few months the Supervisors could be replaced and he felt it would be important for new Supervisors to have a handle on this. He felt that a report on homelessness similar to the report on the wind turbine issue would be appropriate. Hoyer also noted that there has been talk about reinvigorating the Homeless Subcommittee of the Human Services Board and he felt that this would provide interesting and beneficial baseline data for that. Hoyer noted that he takes staff time very seriously and did not wish to burden them; however, he felt this was a worthwhile request that would be beneficial in several ways.

Supervisor Robinson thanked Hoyer for making this request and agreed that this is a hot topic. His experience has been that people have surprising opinions on this. He felt this would be a good piece of research to do to get a better handle on.

Human Services Director Jeremy Kral indicated that as the communication is written there would not be much of a presentation as currently the County money out of his department to address and mitigate homelessness consists of \$40,000 to the NEW Community Shelter each year.

Robinson suggested that to fulfill the request as written, a report would be necessary from NEW Community Shelter. Robinson gets the sense that this communication was about a bigger picture. Hoyer responded that he is in fact interested in the bigger picture as well as learning more and having some connections with the broader homelessness issue, however it manifests itself beyond Brown County.

Evans indicated that City of Green Bay Alderman Mark Steuer was present and asked him to give his thoughts as to what is happening in the City with regard to homelessness. Steuer responded that the HOPE task force has been working since January on the homeless issue. The goal of the HOPE task force is to have City Officials and Departments, County Officials and Departments and private industries or businesses to have a partnership in the homeless issue. One of the teams within the HOPE task force is working to find a downtown resource center and there is another team working on communication and education. This team has been looking at other communities around the country that have 10 year plans and if there would be funds available somewhere to do a 10 year plan. Steuer continued that there are also immediate needs as the area shelters in town have waiting lists. He felt there needs to be more facilities for people on the street, but he also felt we need a 10 year plan and

unless the City and the County work together this will be a problem. He felt that as an Alderman in the City of Green Bay they work diligently to get resolutions passed on the City end and he is aware of Robinson's proposed resolution on the County side so this is two bodies of government uniting on the issue. He is hopeful that at some point the task force would slowly disappear and he noted that there is a good level of expertise represented on the task force.

Steuer continued that it does get confusing because there are a lot of programs and agencies out there that can assist with this but the task force is very focused on trying to cut to the chase and get some cooperation between the City and the County. They know that they cannot do it on their own and that they need the City and County to come together. Evans asked how many members were on the task force and Steuer responded that there are about 40 people involved and this is broken down into different teams that focus on certain areas. The County Board is represented by Supervisor Robinson and Supervisor Campbell and the next meeting will be held on December 5 at the Daily Buzz at 7:00 a.m. to talk about strategy. Evans asked if there were any homeless shelters outside of the Green Bay city limits. Robinson responded that St. Norberts had served as a back up to St. John's shelter. Robinson continued that too often the problem of homelessness is defined as providing emergency shelter when the problem is really a wide range of housing options and there are a large range of housing options outside of the city limits of Green Bay.

Evans used an example that if Bay Park Square Mall were having the same issues as the central library is with homeless people hanging out or if Howard had bus service and homeless people were going into Howard there would be a different attitude. Evans felt that those outside the city limits of Green Bay did not care about the homeless issue as much as it is not a problem in their municipalities. Steuer stated that typically when homeless people are discussed what is referred to are adult males. Supervisor Campbell stated that there are 100 homeless children in her district and those numbers have been provided by the Ashwaubenon School District and further the HOPE task force has done research on this.

Hopp stated that he appreciated Hoyer bringing this forward because it brings up an excellent point. He stated that every time homelessness is brought up there are those who hang their hat on the idea of "if you build it they will come". He stated that there is a fractionalized approach to homelessness in this area and funds were being spent on these agencies but the homelessness issue is not being solved. Hopp was hoping that the HOPE task force can somehow get a clearing house of sorts to consolidate services such as if the Salvation Army wants to be Christian focused they will cover a certain amount and if Golden House wants to be provide services to abuse victims then that amount will be covered. He felt that we have to have some sort of organizational approach to this because right now it appears that it is a "jack of all trades, master of none" situation. Hopp is a conservative person when it comes to spending money but he is not about to let someone stay outside and freeze when something could be done to get somebody back on their feet. He felt it would be important to come up with a way to do that and

he has not seen any government entity step up to make a positive impact. In order to sell this to the members of the County Board we need to put the number one argument of is it bringing people here or not to rest. In his research Hopp has found that everyone determines residency differently.

*Supervisor Haefs arrived at 6:22 p.m.*

Robinson talked to the point of Hoyer's communication and stated that he felt it was a good idea. Robinson felt it was naïve to think that presenting factual information will convert everyone. There are some people that have their minds made up and will not change them, even with information

presented. Part of the problem is a legitimate disagreement regarding residency and what defines residency. Having said that, Robinson continued that he felt it was more of a matter when to address this and this also rolls into his communication that was presented at the Board budget meeting. He understands Hopp's frustration but he disagrees a little bit in the sense that he thinks there is some coordination among the different agencies because the shelters all deal with different populations and there is not an overlap. He felt that what is really being talked about is how to make the best use of the resources we have in that there is a lack of resources dedicated to this problem, particularly when it comes to how to help people move into affordable housing.

Robinson felt there were four pieces to move forward in a coordinated, effective effort. First he felt we need a large coalition of the community involved in this. HOPE has started to build that and he felt that there were other entities out there that can be brought in, not just service providers and government officials and agencies, but also business as well as other non-profits. Secondly, Robinson felt that we need a local champion or local champions who have time on their hands that they can devote to this and has respect and public visibility in the community. This could be a semi-retired or retired person or someone who has investment in this. Thirdly, Robinson felt we need some staffing dedicated to this. It could be an outside person and he has heard people say that this could use a fresh set of eyes and Robinson somewhat agrees with this. Finally, Robinson felt we need a coordinating entity for this.

What Robinson would like to see is talk about using the above pieces as a framework and how to put these pieces together in order to address this. He has had some conversations with organizations in the area to see if they would like to serve as some of the coordinating entity. He has not had anybody step up to do this, but he has had some interesting conversations. All of this is to say that these four pieces can be put together to move a 10 year plan forward and ask the County Board for funding for the plan. Because of the conversations had at the Board and the efforts that have been put in so far, Robinson would like to see a request for a report at the March meeting.

Kral stated that the reason this is a challenging issue for Human Services is because statutory and mandated obligations do not put homelessness within their scope. Robinson stated that he felt the problem was affordable housing, and Kral indicated that that depends on a person being able to be stable and hold down employment but when someone has mental health issues and addiction issues it complicates the ability to hold jobs. The role of Human Services is to address the issues of mental health and addiction. Kral continued that when it gets into having affordable housing and the crux of what is homelessness, that is outside of the scope of Human Services. He is happy to sit at the table on behalf of the Department to represent service providers because he sees the need for this and would like to be a part of it but he wanted those in attendance to be aware of what the limitations would be. Robinson would see Human Services as part of the larger community coalition of people involved in this.

Evans informed that he is the chair of the child abuse and neglect task force and they partner with the United Way who has a staff person that coordinates and takes minutes and he felt that that would be necessary in this regard as well. With regard to residency, Evans stated that you can drive into Brown County right now and say you are a resident so comprehensive statistics are hard to come by. Evans stated that a group from HOPE could come to the County Board and provide a presentation and from there a timeline could be formulated as to where they are at, where they want to go, etc.

Steuer asked Evans if he had a preferable timeframe as he felt they had enough information to give a pretty good presentation at the January County Board meeting. Evans will talk to Chair Moynihan to be sure that it is appropriate to add this to the agenda.

Robinson felt it would be best to put together a request and as part of the request they should have a report from HOPE. Evans felt that in order to have any dollars appropriated from the County Board there will need to be a fairly legitimate plan in place.

Hopp stated he had a number of different questions and wanted to know who to address them to via e-mail. Hopp is looking for census style data that lays the information all out in one spot. Steuer indicated that a homeless event was held at Baird Place over the summer and a lot of information was gleaned from that. Some of the information that Hopp is talking about is already out there, but it all needs to be pulled together in one area.

Hopp continued that there also needs to be a buy-in from the surrounding municipalities. Some have a buffer up due to public transportation, but somehow the group needs to figure out how to get this buy-in. He does not know how much more the City residents are willing to take on. Right, wrong or indifferent Hopp felt that this was reality and he also felt that the citizens feel overburdened. He does not want to see this come to a point where action is taken out of desperation that does not help the problem but simply exacerbates it. He knows that the County does not have any statutory obligations, but if for no other reason, we could be leaders in it. Some of the best leaders were never appointed, they just appeared and he felt this may be what the County's role may have to be. Steuer stated that more buy-in from a wider range would be great. Hopp felt the County should take the lead on this and be the champion because if we do not somebody eventually will and if we do not lead it may end up costing more money than it has to.

Steuer stated that homelessness is one of the issues that has a number of issues and there are a number of threads that go into homelessness such as housing, transportation, veteran's issues, AODA issues, mental health issues, employment issues, etc. Hopp felt that ultimately we need a champion to start bringing this information together to show in black and white that there is a problem. The information needs to be brought together and brought to the agencies that are out there providing services.

Hoyer thanked the Committee and stated that ultimately he is glad we are having these conversations. He asked if it was the will of the Committee to encourage participation by one of the directors of HOPE as well as looking for a presentation by them for the Board as an update to become more educated and hopefully with that education more viable in our leadership.

Hopp asked if other than Robinson and Campbell there was any other voluntary County participation. Steuer stated that the HOPE group has five or six alderman and they also have support from Tom De Wane. It was indicated that Kral has also attended several meetings.

Steuer stated that the next step in moving forward is to start pulling people together to have something to hold onto to utilize and move forward. Campbell indicated that there is very broad based representation in this group. Steuer indicated that he would be happy to send out a list of those who are on the HOPE team. He also encouraged anyone with questions to get in touch with him to get the questions answered.

Robinson indicated that some of the service providers are prevented from distinguishing between in or out of county because of grants and money they receive from the federal government. Secondly,

he requested Supervisor Hoyer to withdraw the communication as written and suffice that whatever information comes from HOPE would be deemed sufficient.

Haefs felt that the County Executive and the Mayor of Green Bay should get together at some point to recognize the problem and ask their respective staffs to work with some people and then there is a little bit of clout. Haefs also stated that his opinion is that presentations are fine, but somewhere along the line you have to define what the County's role is and he felt that in this case it would be money. He felt it would be important in a presentation to have a "therefore" stating what needs to be done and what they want from the County.

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Health Department**

3. **Budget Adjustment (13-113): Reallocation between budget classifications other than 2b or 3b adjustments.**

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. **Director's Report.**

*No Director's Report was presented.*

**Human Services Department**

5. **Resolution re: On helping families move from homelessness to self-sufficiency. *Referred from November County Board.***

Robinson suggested that this be held for a while pending a report from HOPE as indicated above. It was his feeling that this would be moving from the proposal as it is written to more of a request for a 10 year plan.

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. **Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center.**

**Motion made by Supervisor Robinson, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

7. **Executive Director's Report.**

Executive Director Kral had two items to add to his report which was included in the packet. First, with regard to Macht Village, Kral indicated that they have resolved their issue with the State of Wisconsin quite amicably and Macht Village will be staying in the business and providing services as they have in the past.



Kral also indicated that they have had their variance request approved by the State to have an APNP practice who does not yet have their full certification but is getting close and he also reported that that position has been filled and the APNP will be starting in January and Kral was quite pleased with this.

Evans stated that he had received the determination with regard to Macht Village and had provided the same to the Committee members.

Robinson said he did not see anything on the agenda regarding what happened with the Our Place funding. Kral stated that the role of his position is to issue contracts pursuant to statute so they have the funding to spend up to what was approved. Kral has met with Tom Martin from Family Services and they have agreed that regardless of any changes, an increase of about \$11,000 was appropriated and they are still evaluating increasing second shift staff at Our Place and so far early discussions are favorable to do that.

**Motion made by Supervisor Hopp, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**8. Financial Report for Community Treatment Center and Community Programs.**

Finance Manager Tim Schmitt reported that it appears that the CTC will have a deficit this year. Robinson asked what the combined projected totals are for the end of the year. Schmitt responded that Community Programs has a year to date deficit of \$952,000 and CTC has a year to date deficit of \$1.3 million, of which \$536,000 is depreciation which is a non-levy item. Projections for the end of the year for CTC is a deficit of \$800,000 and it is anticipated that Community Programs is going to improve as they are experiencing a month delay in revenue on that side.

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**9. Statistical Reports.**

- a. Monthly Inpatient Data – Community Treatment Center.
- b. Monthly Inpatient Data – Bellin Psychiatric Center.
- c. Child Protection – Child Abuse/Neglect Report.
- d. Monthly Contract Update.

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to receive and place on file Items 9 a – d. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**10. Request for New Non-Continuous Vendor.**

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**11. Request for New Vendor Contract.**

**Motion made by Supervisor Hopp, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Aging & Disability Resource Center** – No agenda items.

**Syble Hopp School** – No agenda items.

**Veterans Services** – No agenda items.

**Other**

**12. Audit of bills.**

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to pay the bills. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**13. Such other Matters as Authorized by Law.**

**Motion made by Supervisor Haefs, seconded by Supervisor Hopp to adjourn at 7:14 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

III



Helping People, Strengthening Families, Building Community

Outcome Reporting Narrative-teen parents  
Fourth Quarter 2013

Outcome	Results Narrative
Client reports obtaining help from at least one referred agency.	100% of clients reported connecting with at least one other agency that the teen parent program referred them to.
Client will have a stable place to live.	100% of clients have a stable place to live.
Clients are knowledgeable about their options (parenting/adoption).	Of the 11 clients who were pregnant during this quarter, all of them were knowledgeable about their options.
If parenting plan was chosen, client was successful in:	All of the 11 clients who were pregnant during this quarter chose to parent their child. Of those 11, all participated in prenatal care and utilized parenting community resources. Ten discussed asset building activities with their case manager.
Client delivered a baby that weighed at least 5.5 pounds	Three clients delivered babies this quarter; two were at least 5.5 pounds.
Client able to identify at least 2 additional informal community resources	100% of clients were able to identify at least 2 additional formal or informal resources.
Client reports utilizing informal resources	100% of clients report utilizing informal supports.
Client is able to identify at least one goal toward self-sufficiency within three months of enrolling in the program	97% of clients were able to identify goals toward self-sufficiency during this quarter.
Client has at least monthly contact with worker	78% of clients met at least monthly with their worker.
Client shows progress toward meeting established goals and overall asset score (if applicable).	All clients show progress toward meeting goals.
When abuse is believed to have occurred, mother is referred and supported in law	Two reports of abuse this quarter and the teens were assisted in their contacts.

enforcement, and any other agency	
Father (or other family member, if applicable) meets with worker at least one time while case is open	74% of clients had either the father of their child and/or other family member involved in services.
Father or other family member is offered services.	Fathers/family members were offered services 73% of the time. (based on program eligibility).
Client, in need of mental health and/or AODA services, meets regularly with a mental health and/or AODA provider.	Three clients were identified as being in need of mental health and/or AODA services this quarter. Two met regularly with a mental health and/or AODA provider.
Client, in need of mental health and/or AODA services, is not discharged from the program prior to mental health and/or AODA services being received.	One client was discharged from the program this quarter who was in need of mental health and/or AODA services. That client was connected with the appropriate provider.
Did client already graduate from high school or earn a GED/HSED?	10% of clients enrolled in the program this quarter already graduated from high school or earned a GED/HSED. Most graduated in 2013.
Client is enrolled and attending school on a regular basis, meeting school district standards for attendance and truancy	33 clients were attending school this quarter. 75% of them were attending school regularly.
Client graduates with a high school diploma or high school equivalency degree	2 teen parents earned a GED or graduated this quarter. Of the 3 teen parents who graduated from high school or earned a GED since September 2013, two are employed or enrolled in college.
Client experienced a subsequent pregnancy while enrolled in the program.	No subsequent pregnancy reported this quarter.
Client participates in natural family planning and/or healthy relationship education.	All clients participated in healthy relationship and/or natural family planning education.
Program participants do not experience a pregnancy for 2 years after program discharge.	No pregnancies reported this quarter.
Parent identified "at risk" of involvement with CPS	13% of teen parents are considered at risk of CPS involvement. Primary reason, abuse between the teen parent and her boyfriend.
Parent involved with CPS	2 teen parents have an open case with CPS.

CPS referral made this quarter	Referrals were made regarding 7 teen parents regarding; teen sexual activity/pregnancy, lack of supervision/parenting skills, runaway.
--------------------------------	--

Follow up contacts (month 6, 12, 18, 24 after program discharge) summary- Staff attempted to contact 21 former clients via phone and/or mail this quarter. Five former clients completed a survey (many phone numbers were no longer active, or clients have moved). Two of the five are employed, one is attending college and three plan to attend college next year. None of the clients have had or are expecting another child.

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

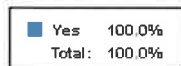
Between 10/08/2013 and 12/23/2013

---

### Client reports obtaining help from at least one referred agency

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	37
Percent of Responses represented in graph:	100.00%



a

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

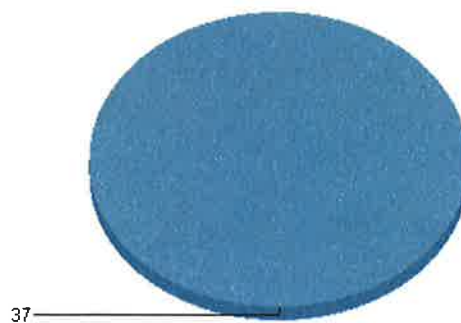
Client will have stable place to live

"Yes/No" Review:

Number of Responses in Date Range: 37

Number of Responses represented in graph: 37

Percent of Responses represented in graph: 100.00%



■ Yes	100.0%
Total:	100.0%

a

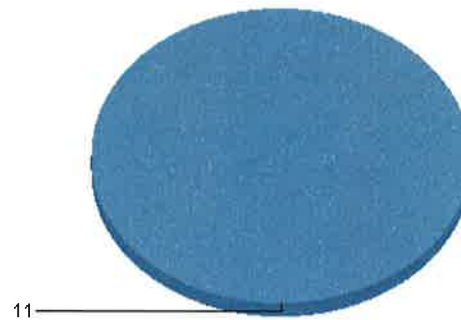
**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

---

**Clients knowledgeable about their options (parenting and adoption)**

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	11
Percent of Responses represented in graph:	29.73%



■ Yes	100.0%
Total:	100.0%

a



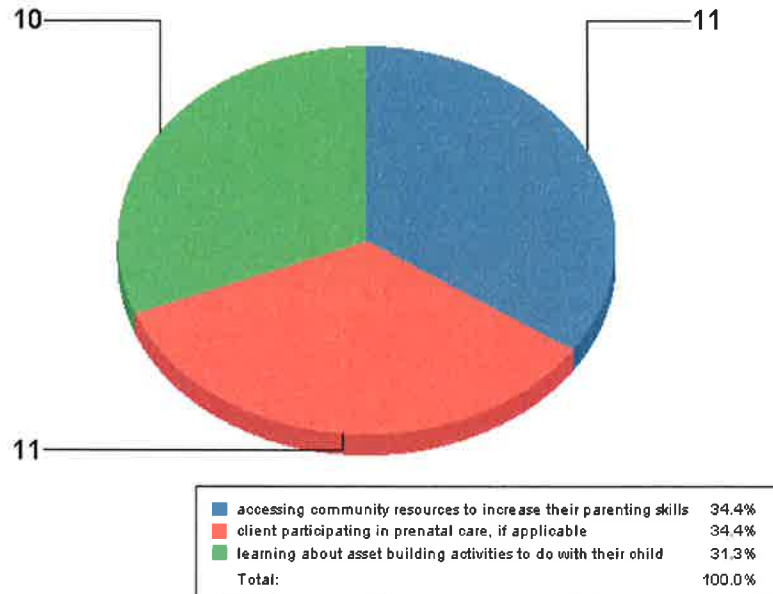
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

if parenting plan was chosen, client successful in:

Defined Text/Non-Exclusive Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	11
Percent of Responses represented in graph:	29.73%



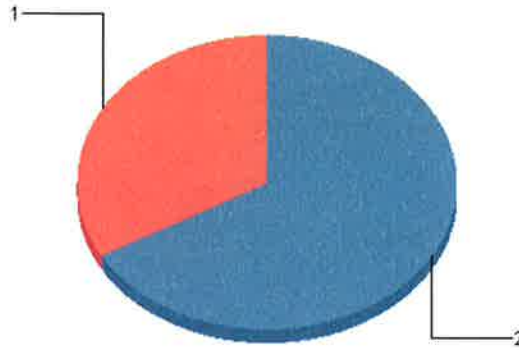
a

**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

**Client delivered a baby that weighed at least 5.5 pounds**

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 3  
Percent of Responses represented in graph: 8.11%



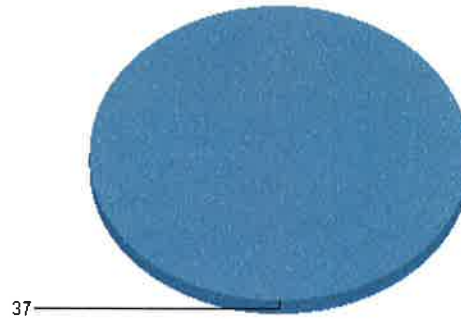
a

**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

**Client about to identify at least 2 additional informal resources**

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	37
Percent of Responses represented in graph:	100.00%



■ Yes	100.0%
Total:	100.0%

a

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

---

### Client reports utilizing informal resources

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	37
Percent of Responses represented in graph:	100.00%



■ Yes	100.0%
Total:	100.0%

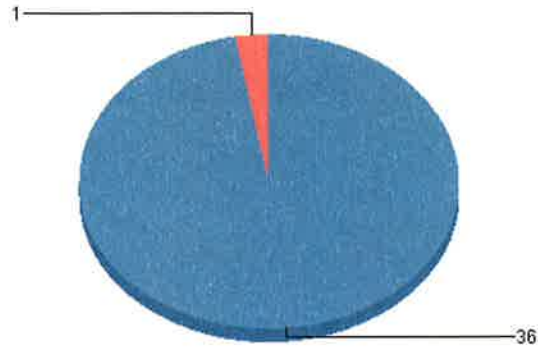
a

**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

**Client is able to identify at least one goal toward self-sufficiency within three months of enrolling in program.**

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



*a*

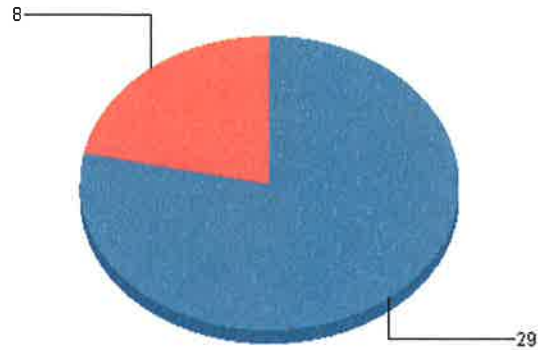
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

Client has at least monthly contact with worker

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



Yes	78.4%
No	21.6%
Total:	100.0%

a

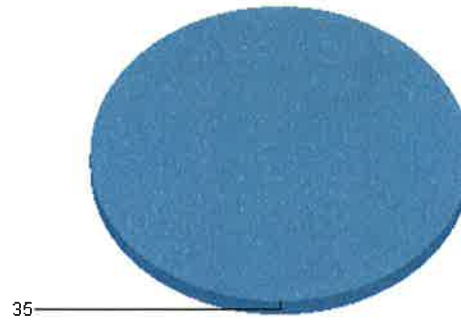
**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

---

**Client shows progress toward meeting established goals and overall asset score (if applicable).**

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	35
Percent of Responses represented in graph:	94.59%



■ Yes	100.0%
Total:	100.0%

a

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

When abuse is believed to have occurred, mother is referred and supported in contacts with law enforcement, and any other agency involved.

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	2
Percent of Responses represented in graph:	5.41%



■ Yes	100.0%
Total:	100.0%

a

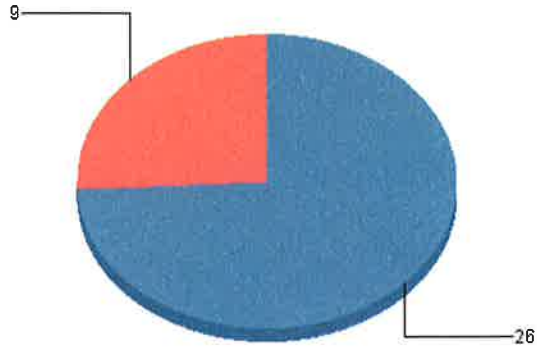


**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

Father (or other family member, if applicable) meets with worker at least one time while case is open.

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 35  
Percent of Responses represented in graph: 94.59%



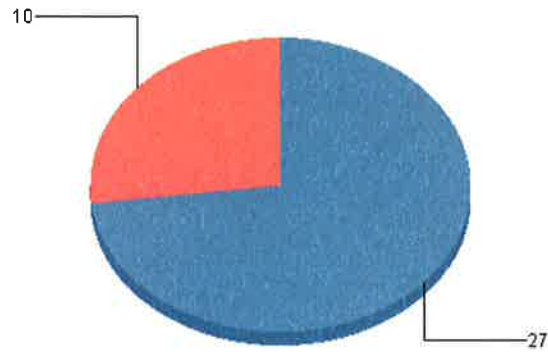
a

**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

Father or other family member, if applicable, is offered services.

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



Yes	73.0%
No	27.0%
Total:	100.0%

a

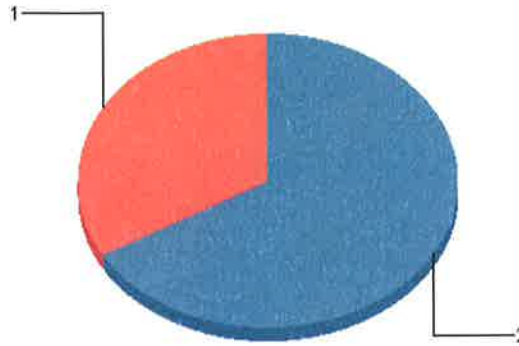
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

Client, in need of mental health and/or AODA services, meets regularly with a mental health and/or AODA provider.

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 3  
Percent of Responses represented in graph: 8.11%



Yes	66.7%
No	33.3%
Total:	100.0%

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

Client, in need of mental health and/or AODA services, is not discharged from the program prior to mental health and/or AODA services being received.

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	1
Percent of Responses represented in graph:	2.70%



■ Yes	100.0%
Total:	100.0%

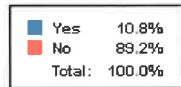
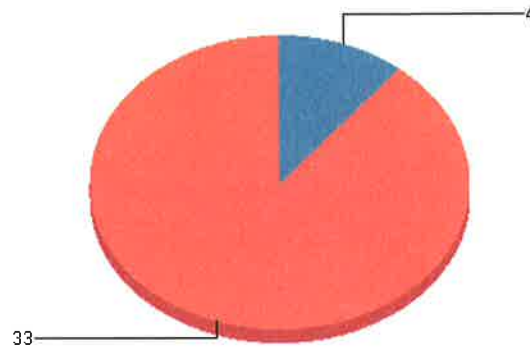
a

**Summary of Responses for Teen Parent Outcome Measurement Sheet.**  
*Between 10/08/2013 and 12/23/2013*

**Did client already graduate from high school or earn GED/HSED?**

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



*a*

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

*Between 10/08/2013 and 12/23/2013*

---

If so, what year?

Arbitrary Text/Text Area Review:

Number of Responses in Date Range:

37

Number of responses represented in question:

4

Percent of responses represented in question:

10.81%

Most frequent answer: 2013

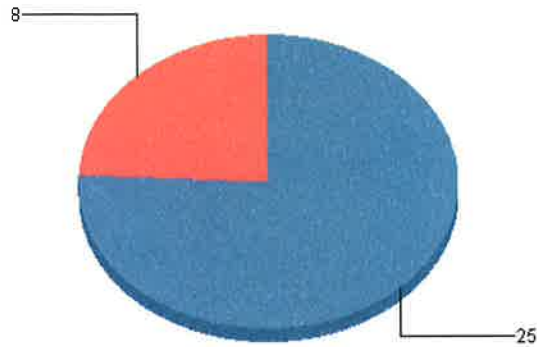
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

Client is enrolled and attending school on a regular basis, meeting school district standards for attendance and truancy

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 33  
Percent of Responses represented in graph: 89.19%



Yes	75.8%
No	24.2%
Total	100.0%

a

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

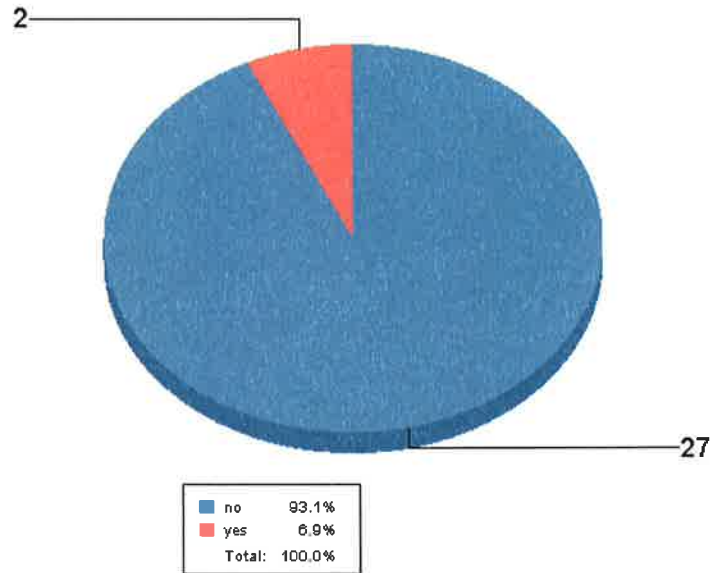
Between 10/08/2013 and 12/23/2013

---

### Client graduates with a high school diploma or high school equivalency degree

Defined Text/Non-Exclusive Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	29
Percent of Responses represented in graph:	78.38%



a



## Summary of Responses for Teen Parent Outcome Measurement Sheet.

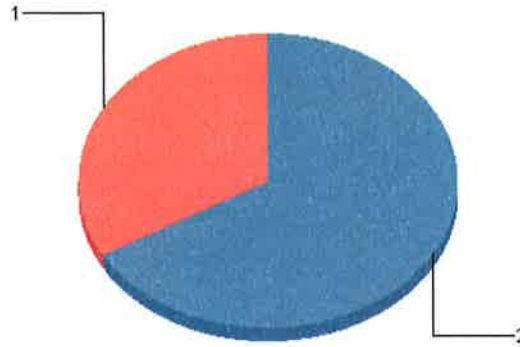
Between 10/08/2013 and 12/23/2013

---

Client has employment or is enrolled in post secondary education within three months of graduation

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 3  
Percent of Responses represented in graph: 8.11%



Yes	86.7%
No	33.3%
Total	100.0%

a

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

Client experienced a subsequent pregnancy while enrolled in the program.

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	29
Percent of Responses represented in graph:	78.38%



No	100.0%
Total:	100.0%

a

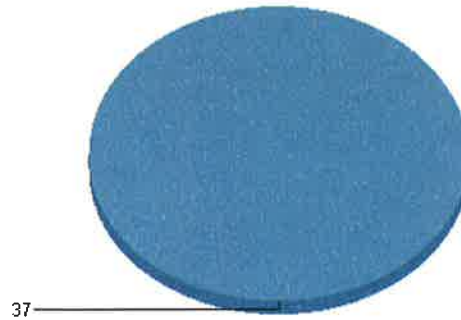
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

Client participates in natural family planning and/or healthy relationship education.

"Yes/No" Review:

Number of Responses in Date Range:	37
Number of Responses represented in graph:	37
Percent of Responses represented in graph:	100.00%



■ Yes	100.0%
Total:	100.0%

a

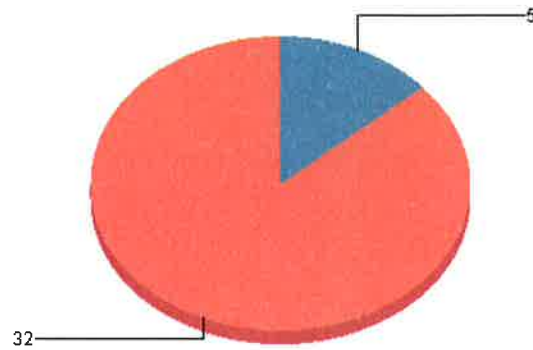
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

### Parent identified "at risk" of involvement with CPS?

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



Yes	13.5%
No	86.5%
Total:	100.0%

a

## Summary of Responses for Teen Parent Outcome Measurement Sheet.

*Between 10/08/2013 and 12/23/2013*

---

### Is so Why?

Arbitrary Text/Text Area Review:

Number of Responses in Date Range:

37

Number of responses represented in question:

4

Percent of responses represented in question:

10.81%

Most frequent answer: Abuse between client and her boyfriend.

a

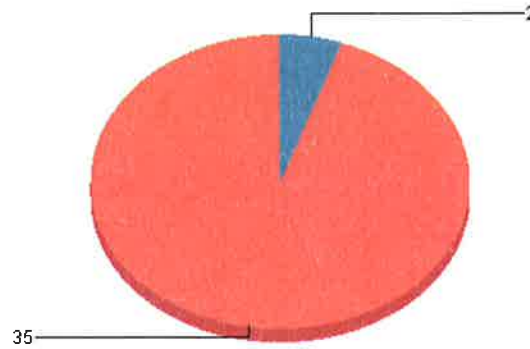
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

### Parent involved with CPS?

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



Yes	5.4%
No	94.6%
Total:	100.0%

a

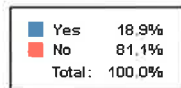
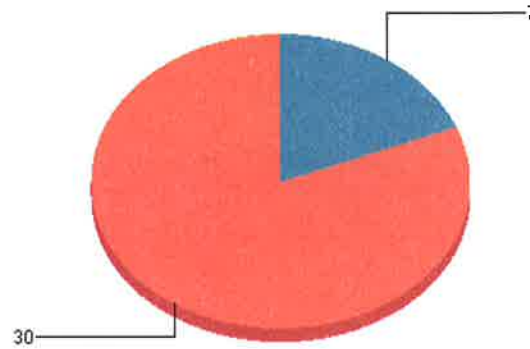
## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

### CPS referral made this quarter?

"Yes/No" Review:

Number of Responses in Date Range: 37  
Number of Responses represented in graph: 37  
Percent of Responses represented in graph: 100.00%



## Summary of Responses for Teen Parent Outcome Measurement Sheet.

Between 10/08/2013 and 12/23/2013

---

If CPS referral made is yes, how many reports were made?

Number Review:  
(mouse over Maximum & Minimum for Participant)

Maximum:	1.00
Minimum:	1.00
Average:	1.00
Median:	1.00
Sum:	7.00

Number of Responses in Date Range:	37
Number of responses represented in question:	7
Percent of responses represented in question:	18.92%

a



## Summary of Responses for Teen Parent Outcome Measurement Sheet.

*Between 10/08/2013 and 12/23/2013*

---

### If CPS referral made is yes, what is the nature of the reports?

Arbitrary Text/Text Area Review:

Number of Responses in Date Range:

37

Number of responses represented in question:

8

Percent of responses represented in question:

21.62%

Most frequent answer: Client is under 18 years old and pregnant.

a

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING** **December 10, 2013**

**PRESENT:** Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Bill Clancy,  
Larry Epstein, Joan Swigert, Steve Daniels, Melanie Maczka, Pat Hickey,  
Corrie Campbell, Barb Robinson, Beth Relich

**EXCUSED:** Marvin Rucker, Donajane Brasch

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers,  
John Holzer, Tina Whetung, Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 11:05 a.m.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** Introductions were made by Ms. Whetung of American Red Cross, Ms. Brown and Ms. Misovec of N.E.W. Curative, Ms. Christianson, Ms. Giesen, Ms. Westphal, Ms. Bowers, and Mr. Holzer of the ADRC, the current ADRC Board of Directors, and Ms. Campbell, the Brown County Board of Supervisors Representative on the ADRC Board for 2014 through 2016.

**ADOPTION OF AGENDA:** Mr. Diedrick requested adding the Nominations & Human Resources Committee Report after agenda item #9. Ms. Van Donsel/Ms. Swigert moved to adopt the agenda with the above noted change. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2013:** Mr. Epstein/Ms. Campbell moved to approve the minutes of the regular meeting of October 24, 2013. Mr. Diedrick noted that Ms. Campbell's appointment has not yet been approved by the County Board and; therefore, is not a voting member of the ADRC Board at this time. He amended Sup. Campbell's vote and requested another member second the motion. Sup. Clancy seconded the approval of the minutes of the regular meeting of October 24, 2013. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

- A. REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers reviewed the October 2013 Financial Highlights (enclosure) indicating that we are under budget in salary and fringe due to vacancies that occurred. We have been able to capture additional Medicaid Administrative funds in excess of the budget due to hiring the Nursing Home Relocation position created and filled in 2013. The average meal donation is up by .30/meal compared to the current budget. Overall, the budget

2a

outlook is positive through the rest of the year. Ms. Bowers noted that at the January meeting we will be reviewing the preliminary end of year reports.

Mr. Pamperin/Ms. Hickey moved to approve and place on file the October 2013 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no Restricted Donations.

**REVIEW AND APPROVAL OF s.85.21 SPECIALIZED TRANSPORTATION APPLICATION:**

Ms. Giesen referred to the summary of the s.85.21 Specialized Transportation Assistance Program, a State Transportation Program that funds transportation services for older adults and persons with disabilities (enclosed). She explained that in 1993 the ADRC was authorized to manage this program for Brown County. Brown County's 2014 allocation is \$511,015 is based on the population's percentages within in the County of older adults and adults with disabilities. This allocation requires a 20% county levy match of \$102,203. In 2014, we will be funding seven projects: American Red Cross, N.E.W. Curative, two different projects within Brown County Human Services, the Salvation Army, Oneida Elder Services and our ADRC Rural Driver Escort Program. As required by the application, a public hearing was held on November 13<sup>th</sup> for the purpose of receiving public feedback on the program effectiveness and opportunities to fill gaps. Ms. Giesen noted that there were no adjustments made to the application as a result of the public hearing and requested board approval of the s.85.21 Specialized Transportation Draft Plan. After approval by the ADRC Board, it will move on to the Transportation Coordinating Committee and finally to the State by the end of the year.

After discussion Ms. Hickey/Mr. Daniels moved to approve the s.85.21 Specialized Transportation Application. **MOTION CARRIED.**

**CONSTRUCTION UPDATE – JOHN HOLZER:** Mr. Holzer stated he wanted to update the board about the construction project that is underway. This project was approved by the board back in the summer 2013, due to the ADRC's growing need for additional office space. The project is moving forward following the County process for soliciting and awarding bids for construction. Mr. Holzer reported that four offices, being converted into double offices, will be completed next Friday and on Thursday there will be a contractor walk-through for the next phase of increasing the number of offices on our east hallway. Bids will be due on December 30 with a contract award and bid opening on January 6<sup>th</sup>. Construction will begin in late January of 2014 and continue into February. Six offices will be made into eight offices and one office, in the support area, will be made into a double office with completion expected around the end of February 2014.

An inquiry was made regarding the exploration of an audio looping system to support persons with hearing impairments in our AddLife Center activity space. Ms. Christianson noted that with the modernization of our AddLife Center public space planned for next year, hearing aid looping will definitely be included in our design.

**CONTRACT, MOU's (Memorandum of Understanding), AGREEMENTS GUIDE:** Ms. Christianson began by explaining that the ADRC does have a Contract Policy designed to mirror Brown County's Contract Process. The County process requires several layers of review and approval prior to contracts and/or MOU's being signed. This process can take a tremendous amount of time and has, in the past, created an unfortunate problem in timing. The ADRC has missed out on some opportunities to apply for grants, submit applications, and sign contracts and MOUs according to deadlines. In light of these situations, referencing the handout provided to the board, Ms. Christianson inquired if the board would review projects that have a financial impact, approve a dollar amount, and then allow her to bring the details as soon as they are available. She would be able to sign and move the project forward, but would bring the applications/grants/contracts to them during a monthly board report. Those MOU's that do not have a financial impact, the Director could sign if there is a deadline outside of the board meeting schedule, and bring the document to the next scheduled meeting. If there is a purchase contract where the Brown County Contract Template has been used, then the ADRC board would only be involved if it was a request for additional funds. Ms. Christianson shared with board members a draft Approval Process for Grants, Applications, Contracts, and MOU's (enclosure) which provided a detailed process for each type of document and noted that this would become a regular Board agenda item to keep the board informed.

Mr Epstein commented that the chart is helpful but we should assure the content is added to the ADRC full policy. Ms. Christianson assured him this would occur.

Ms. Maczka/Ms. Relich moved to approve the Grant, Applications, Contracts, and MOU's Approval Process as presented. **MOTION CARRIED.**

**NOMINATIONS & HUMAN RESOURCES COMMITTEE REPORT:** Mr. Diedrick reported that the Nominations & Human Resources Committee met prior to this Board Meeting for the purpose of conducting the Executive Director's performance evaluation. Ms. Christianson sent out a self-evaluation to the committee using the same format as the rest of the ADRC Staff. The committee met today to review a summary of the committee's comments with Ms. Christianson. Mr. Diedrick highlighted Ms. Christianson's strengths and recognized her role, not only in the community but also at the state and national level. It is the unanimous recommendation of the Nominations

and HR Committee that the board precede with the outline of Ms. Christianson's original employment agreement for this position effective January 1, 2014.

Mr. Pamperin/Ms. Hickey moved to approve the Nominations and HR Committee Report, the evaluation of the Executive Director, and the employment agreement of the Executive Director effective January 1, 2014. **MOTION CARRIED.**

Individuals expressed their gratitude and compliments to Ms. Christianson for her passion and advocacy.

**LEGISLATIVE UPDATE:**

- Mr. Diedrick announced that December 14<sup>th</sup> is the day the Legislative Fiscal Bureau and the Department of Health Services is scheduled to release to Joint Finance their findings as to whether or not Family Care is a viable alternative to the provision of Long-Term Care Services.
- Ms. Christianson distributed a handout, provided by Ms. Hickey, on *The Olmstead Decision*. Ms. Hickey and Ms. Van Donsel expressed concern with regard to how the Olmstead Decision is interpreted by the Centers for Medicare and Medicaid Services (CMS), the proposed Home and Community-Based (HCBS) Regulations, and the possible impact it could have on sheltered workshops. Discussion ensued. Ms. Christianson asked the Board if they would like her to pursue having the ADRC Board Meeting in February at Aspiro. The group requested this occur.
- Ms. Christianson announced the upcoming Legislative Breakfast at Aspiro from 7:30 a.m. to 9:00 a.m. on Friday, January 10<sup>th</sup>. There is usually a large panel of legislators and providers in attendance. She asked that board members interested in attending let her know so she can RSVP by Friday.
- Ms. Van Donsel announced that Mental Health America in Brown County is closing and they will be making a gift of at least \$500 to the ADRC with the preference that it be used for prevention, treatment of people with mental illness, alcohol, and drug abuse, and prevention of mental health issues of staff.
- Sup. Clancy took a moment to thank the Board and the Directors stating that this has been one of the most pleasurable boards he has served on and expressed his appreciation for the ADRC's advocacy. The Board also thanked Sup. Clancy for his contributions to the ADRC Board. A recognition gift was given to Sup Clancy for his many years of service.

**ANNOUNCEMENT – BOARD CALENDAR FOR 2014:** Mr. Diedrick reminded board members to put the 2014 meeting dates on their calendars.

2a

**NEXT MEETING – JANUARY 23, 2014:** Mr. Diedrick thanked the full board for their service on the board during 2013.

**ADJOURN:** Mr. Clancy/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 12:11 p.m.

Respectfully submitted,

Arlene Westphal, Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING**      **December 10, 2013**

**PRESENT:** Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Joan Swigert

**ALSO PRESENT:** Devon Christianson, Debra Bowers

The meeting was called to order by Chairperson Diedrick at 10:31 a.m..

**ADOPTION OF AGENDA:** Mr. Pamperin/ Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF October 24, 2013:** Mr. Pamperin/ Ms. Van Donsel moved to approve the minutes of the October 24, 2013 meeting. **MOTION CARRIED.**

**ENTER INTO CLOSED SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Mr. Pamperin/Ms. Relich moved to approve moving into closed session at 10:36 a.m. **MOTION CARRIED.**

**RETURN TO OPEN SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Van Donsel /Ms. Relich moved to approve returning to open session at 10:58 a.m. **MOTION CARRIED.**

**ADJOURN:** Ms. Relich /Ms. Van Donsel moved to adjourn. The meeting adjourned at 11:00 a.m. **MOTION CARRIED.**

Respectfully submitted,

Debra Bowers, Finance Coordinator

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, December 17, 2013

Board Members Present: B. Clancy, S King, J Mitchell

Board Members Excused: K. Gustman

Others Present: B. Natelle, A. Nizzia, S. Keckhaver, M. Konecny, L. Palm, S. Skenadore

1. Call to order – 4:00 p.m. – B. Clancy
2. Action Item: Approval of Board Minutes October 22, 2013: S. King moved to approve the minutes of October 22, 2013 Board meeting. J. Mitchell seconded the motion. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. S. King seconded the motion. Motion carried.
4. Action Item: Financial Report: S. King moved to accept and place on file the financial reports ending October 30<sup>th</sup> and November 30<sup>th</sup>, 2013. J. Mitchell seconded the motion. Motion carried.

Mike Konecny of Schenck Business Solutions presented the 2012-2013 audit report to the Board. S. King moved to approve the audit report. J. Mitchell seconded the motion. Motion carried.

5. Donations: Mr. & Mrs. Bernard Dahlin donated \$10,000 to the Hopp Playground project.

Mr. & Mrs. Wendell Ellsworth donated \$10,000 with \$1,000 for Laurie Larson's room and \$9,000 designated for the Playground project.

De Pere Christian Outreach donated \$20,000 for Hopp needs. They also donated 10 large bags of paper toweling, bags of foam snowflakes and a large box of craft supplies.

Hank & Pat Mencheski, Hank's Cabinet Shop, donated \$500 for the student holiday bags with the balance to go to the Playground project.

Randy Piontek of Hydrant Pizza donated a flocked tree to decorate the school during the holidays.

Wayne and Judy Schaut donated \$150 to be used for students with needs.

Karen Whiting donated four dresses for our students for prom.

Georgia-Pacific donated 10 cases of jumbo tissue rolls, 13 cases of EasyNap napkins, 24 cases of S-Fold towels and 6 cases of towel rolls.

The Wrightstown Lions Club donated 60 holiday coloring books for the students.

David Vander Velden of Whispering Pines Tree Farm donated a Christmas tree cut-out sugar cookie for every student.



PROCEEDINGS OF THE BROWN COUNTY CDEB MEETING, DECEMBER 17, 2013:

Roger Siebold donated a Christmas wreath and lights for decorations.

The Brown County Home and Education, U.W. Extension, donated two bags of hats and mittens for the students.

Brian Ellie donated an adapted tricycle and 300 Beanie Babies.

Country Critters Club donated a large box of hats and mittens.

The Kiwanis Club of De Pere donated \$660 for a camp special.

The Kiwanis Club of De Pere donated 35 tickets to the De Pere Kiwanis Club's Pancake and Porkie breakfast.

Brown County Sheriff Benevolent Association donated \$400 for Hopp needs.

Diana Bain donated \$150 for a pool tile.

Deborah Wichman of Debe Gourmet donated \$300 to the in-school work program.

Aurora Health Care Partnership Campaign donated \$301.56 on behalf of employees who designated Syble Hopp as recipients. This donation has been designated for technology.

Kate Winslow donated \$50 in honor of John and Ursula Schoblocher's 50<sup>th</sup> anniversary. This donation has been designated to Kris Cleereman's classroom.

The VFW Winiecki Post #9677 donated \$50 for Hopp needs.

Steven and Michelle Vermeulen donated \$600 in honor of Jenny V. This donation has been designated for the LINC Program.

The family of Dan Loppnow donated \$100. This donation has been designated for the Playground project.

S, King moved to approve these generous donations. J. Mitchell seconded the motion. Motion carried.

6. Action Item: Administrators Report:

a. J. Skenadore report that on November 22<sup>nd</sup> the State Inspector was here to inspect the pool. All of the readings were fine, however, several new signs were recommended which have been ordered.

b. L. Palm updated the Board on the status of classrooms in the districts.

PROCEEDINGS OF THE BROWN COUNTY CDEB MEETING, DECEMBER 17, 2013:

- c. A. Nizzia reported that the Syble Hopp School Holiday Program will be held in the afternoon and evening, December 18th at 1:00 p.m. and 6:00 p.m.
  - d. B. Natelle reported on the pilot program with the Wisconsin Department of Public Instruction (WDPI) regarding teacher effectiveness. Administration went through extensive training through the state. There is an Educator Effectiveness Grant for \$2600 which is based on the previous year staff.
- J. Mitchell moved to accept the Administrator's Report. S. King seconded the motion. Motion carried.
- 7. Action Item: Payment of Bills: S. King moved to pay the bills totaling \$152,267.09 for the month ending October, 2013 and \$307,014.35 for the month ending November, 2013. J. Mitchell seconded the motion. Motion carried.
  - 8. Action Item: Parent Organization: A. Nizzia reported that all of the nuts have been sold. The price was lowered to \$5 this year and 600 cases total sold.
  - 9. Action Item: Resignation: B. Natelle read a letter from H. Lowry resigning her position as Instructional Aide to pursue her career as a COTA. J. Mitchell moved to accept H. Lowry resignation. S. King seconded the motion. Motion carried.
  - 10. Action Item: Review Policy #2.01 Legal Base: #2.02 Board Officers; #3.05 Resignation: J. Mitchell moved approve Policy #2.01 Legal Base, #2.02 Board Officers and #3.05 Resignation. S. King seconded the motion. Motion carried.
  - 11. Revision of #3.01 Certified Personnel: #3.02 Classified Personnel: The policies were reviewed and will be brought to the Board for action at the January meeting.
  - 12. Executive Session: The board will move to executive session as allowed by WI Stats 19.85(1)(c)(e) to discuss personnel and negotiations: S. King moved to executive session as allowed by WI Stats 19.85(1)(c)(e) to discuss personnel and negotiations. J. Mitchell seconded the motion. Motion carried.
  - 13. Action Item: Staff Request: None.
  - 14. Action Item: Adjournment: S. King moved to adjourn the meeting at 5:13 p.m. J. Mitchell seconded the motion. Motion carried.

**PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE**

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, November 25, 2013 at 111 North Jefferson Street, Green Bay, Wisconsin.

**Present:** Helen Desotell, Mary Hansen, Patricia Hickey, Mary Schlautman, Cathy Williquette-Lindsay, and Lori Weaver

**Absent:** None

**Excused:** Sandy Juno, Chua Xiong

**Others Present:** Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:37 a.m. with roll call. A quorum was present.

**MODIFICATION/APPROVAL OF AGENDA**

**MOTION:** Ms. Desotell moved to approve the agenda as mailed. Ms. Hickey seconded. Motion carried unanimously.

**MODIFICATION/APPROVAL OF MINUTES**

**MOTION:** Ms. Williquette-Lindsay moved to approve the September 30, 2013 minutes as mailed. Ms. Desotell seconded. Motion carried unanimously.

**GENERAL UPDATES**

**Family Care Update** – Ms. Weaver addressed Rolf Hanson's latest NEW FC Report to the Northeast Wisconsin Region, dated November 11, 2013. We are still waiting for the DHS report to the Joint Finance Committee, which is due December 14, 2013. BCHSD Director Jeremy Kral reports that from all indications he has heard, it looks favorable for expansion to the NEW Family Care district in 2015. The second resolutions for expansion have been passed in several counties, including Brown, to allow the NEW Family Care district to enter into a contract with DHS for Family Care. Senator Gary Bies has submitted legislation to move forward and to begin in our region no later than July, 2015.

**COP High Cost** – Ms. Weaver said we have spent the entire \$50,000 allotment for the calendar year. The deadline was November 15. The state has allowed us to go slightly over that allocation.

**Significant Proportions** – Ms. Weaver said we are still just shy of the state's 57% elderly goal. Primarily we are taking elderly and diversion cases off the waiting list for service, and attrition remains the main reason we are having difficulty maintaining the 57%.

**Staff Update** – Currently there are 18 case managers in the COP unit, two of whom are LTE employees. The 2014 budget calls for deletion of four LTE positions and addition of four FTE positions for the COP unit. We hope this will provide incentive to attract qualified people to work for Brown County. We continue to monitor caseload sizes in order to be able to better respond to increased crisis situations and manage our

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – November 25, 2013**

clients' resource needs. One of our contracted provider agencies is closing their skilled home health service, giving us little notice. This affected about 30 of our clients.

**Wait List** – So far this year 310 cases have been assigned. After subtracting individuals on the list who are not ready for service at this time, there are 222 ready for service, most of these being from the physically disabled target group. Ms. Weaver shared a success story involving an elderly consumer who moved to a new assisted living facility and is now happily sharing an RCAC apartment with a close friend, also a COP client. They are both glad the COP case worker was able to make it happen. Ms. Schlautman commented that our clients' social needs are very important, and it is nice to hear these success stories.

**CIP Update** – Ms. Hansen said the CIP unit is quiet right now. Some workups will not be able to be completed by the state's cutoff, which is undetermined at this point. Since it takes some time for the MA application to be processed we will not be doing any more new workups before the end of the year. The total wait list number is now 70 after removing none and adding one. There are also 49 "at large" individuals as well.

**MOTION:** Ms. Desotell moved to approve the update reports and place them on file. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

**CLOSED SESSION**

Ms. Schlautman read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

**MOTION:** Ms. Hickey moved to go into closed session. Ms. Schlautman seconded. Ms. Schlautman conducted a roll call vote. Ms. Desotell, Aye, Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Schlautman, Aye, Ms. Williquette-Lindsay, Aye. Motion carried.

**MOTION:** Ms. Hickey moved to go back into regular open session. Ms. Schlautman seconded. Ms. Schlautman conducted a roll call vote. Ms. Desotell, Aye, Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Williquette-Lindsay, Aye. Motion carried.

**During the closed session the Committee made the following decisions:**

7A – 7B) Two CBRF variance requests for placement at Artisan CBRF

**MOTION:** Ms. Williquette-Lindsay moved to approve the variance requests. Ms. Desotell seconded. Motion carried unanimously.

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – November 25, 2013**

7C) One CBRF variance request for placement at Marla Vista CBRF

**MOTION:** Ms. Hickey moved to approve the variance request. Ms. Desotell seconded.  
Motion carried unanimously.

**MOTION:** Ms. Desotell moved to adjourn. Ms. Hickey seconded. Motion carried unanimously. The  
meeting adjourned at 8:52 a.m.

Respectfully submitted,  
Mary Rasmussen

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, November 14, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

---

**Present:** Chairman Tom Lund  
Carole Andrews, John Van Dyck, Bill Clancy, Susan Hyland, JoAnn Grashberger

**Excused:** Craig Huxford, Helen Smits, Paula Landrie

**Also Present:** Jeremy Kral, Executive Director  
Tim Schmitt, Finance Manager

---

1. **Call Meeting to Order:**  
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**  
GRASCHBERGER/ANDREWS moved to approve the agenda.  
The motion was passed unanimously.

Supervisor John Van Dyck entered at 5:16 p.m.

3. **Approve Minutes of October 10, 2013 Human Services Board Meeting:**  
CLANCY/HYLAND moved to approve the minutes dated October 10, 2013.  
The motion was passed unanimously.

4. **Executive Director's Report**

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

Q: County Board Member Van Dyck asked if the nurse practitioner we are seeking specializes in psychiatric care.

A: Kral stated that a Nurse Practitioner at a medical clinic will have less certification that what we are looking for. We are seeking an Advanced Practice Nurse Prescriber who will have a special state credential to prescribe psychotropic medications.

VAN DYCK/ANDREWS moved to receive and place on file.  
Motion was carried unanimously.

5. **Financial Report**

Schmitt had submitted a written report with the board packet agenda. Schmitt stated there are two new reports about fund balance that will be included going forward.

Q: County Board Member Van Dyck asked if the \$6 million amount is the well discussed fund balance for Human Services.

A: Schmitt answered yes and added that we did budge to use some of the money for 2013. Our original budget stated we would be using \$2 million but we will most likely end up using less than that.

Q: County Board Member Van Dyck asked if there will be excess revenue again this year.

A: Schmitt stated that the CTC remodel project has come in under budget. We put in the budget \$400,000 to use for high cost clients but have not done a detailed analysis of that yet. We look favorable for the budget thus far.

ANDREWS/GRASCHBERGER moved to receive and place on file.  
Motion was carried unanimously.

**6. Statistical Reports:**

Please refer to the packet which includes this information.

**7. Approval for New Non-Continuous Vendor:**

Please refer to the packet which includes this information.

**8. Request for New Vendor Contract:**

Please refer to the packet which includes this information.

**9. Other Matters:**

Next Meeting: Thursday, December 12, 2013  
5:15 p.m. – Sophie Beaumont Building, Board Room A

**10. Adjourn Business Meeting:**

HYLAND/ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:29 p.m.

Respectfully Submitted,

Kara Navin  
Recording Secretary

*Brown County Human Services*

Executive Director's Report to the Human Services Board

November 14, 2013

Members of the Board:

The CTC Hospital Redesign is nearing completion. We expect to open the Crisis Stabilization facility in December. Delivery of certain materials will slow down the overall project somewhat but it will be finished by our targeted date. So far the construction has been relatively smooth with only minor inconveniences to staff, consumers, and unexpected challenges with the work itself.

A very positive development has happened with regard to our well-publicized shortage of psychiatric care capacity. We have worked with the state regulators to issue a temporary variance for our outpatient clinic to employ a nurse practitioner to provide psychiatric care. This variance sets in place some stringent limitations for the person's practice and for our responsibilities to supervise and support the position, but these are welcome given the circumstances. We are seeking to hire a person in this capacity as soon as possible.

As many of you know, the county budget hearing was last week. The Human Services Department budget for 2014 is fundamentally the same as it was when this body reviewed and approved it earlier this fall. The only change was that some additional funds were allocated from a fund balance account to be used for certain Family Services programs that we have existing contracts with.

The state assembly has advanced a package of mental health care reforms following the recommendations of Speaker Robin Vos' taskforce on mental health. These bills are largely supported by counties, and represent some very strong moves to help refine Wisconsin's system of care. An article on the bills is attached. The senate does not appear likely to act on these until next year, because their only scheduled work the rest of this year will be on the bills to delay Medicaid changes in light of the delays with implementation of the Affordable Care Act due to the broken website.

This week we are interviewing for the Long Term Care Manager position which became vacant when Ian Agar changed roles. Next week we will be interviewing for the Hospital and Nursing Home Administrator position which will become open when Mary Johnson retires early next year.

It's already been six months since the most recent change in the Executive Director role. I want to express my thanks to this body, Chairman Lund, County Executive Streckenbach, Human Services Committee Chairman Pat Evans, and the many other people who have helped the Human Services Department to continue successfully fulfilling its mission through this period. Thanks also from me personally for the input, advice, guidance, and support. Our many collective efforts have the department on the cusp of some very exciting developments that would not be possible without our coordination and collaboration.

Respectfully Submitted By:



Jeremy Kral  
Executive Director



## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, December 13, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

---

**Present:** Chairman Tom Lund  
Carole Andrews, Bill Clancy, Susan Hyland, Craig Huxford, Helen Smits,  
Paula Laundrie

**Excused:** JoAnn Grashberger, John Van Dyck

**Also**

**Present:** Jeremy Kral, Executive Director  
Tim Schmitt, Finance Manager  
Lori Weaver, Long Term Care Manager  
Vicki Mulvey, Birth to Three Coordinator

---

1. **Call Meeting to Order:**  
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**  
ANDREWS/SMITS moved to approve the agenda.  
The motion was passed unanimously.
3. **Approve Minutes of November 14, 2013 Human Services Board Meeting:**  
  
Citizen Board member Andrews asked for a spelling error to be corrected under the financial report – for the word “budge” to be fixed to “budget”.  
  
CLANCY/HYLAND moved to approve the minutes dated November 14, 2013.  
The motion was passed unanimously.
4. **Executive Director’s Report**  
  
Executive Director Jeremy Kral presented and handed a written report to the board (attached).  
  
Q: Chairman Lund asked how close we are to getting another APNP (Advanced Practice Nurse Prescriber).  
A: Kral stated there are no current prospects but we are working to recruit. The flexibility of wages did help get one of the two available positions filled.  
  
HUXFORD/LAUNDRIE moved to receive and place on file.  
Motion was carried unanimously.

## 5. Birth to Three Update

Lori Weaver introduced herself and Vicki Mulvey, Birth to Three Coordinator. They presented a PowerPoint presentation (attached) on the Birth to Three program.

- Weaver noted that referrals are high in the months of August & September due to children going back to school and seeing other family members at holidays who may notice signs of delays.
- There has been a significant increase in 2013 in children found eligible based on the number of referrals

Q: Citizen Board Member Laundrie asked if physicians are the primary source of referrals.

A: Weaver stated that was accurate and another considerable referral source is daycares.

- We are rolling out PCATT (Primary Coach Approach to Teaming) in 2014. This approach will mirror the principles set forth from OSHA & the state.
- Mulvey stated that coaching is an adult learning style. This is not an expert model but more about joining and partnering with the family. The more parent responsiveness we can support, the more likely the behavior will continue when we are gone. The home visitor will develop a joint plan with the parent based on something real that the parents want to see changed or look different.
- In the past we used to evaluate where the child's shortfalls were and assign different professionals for each issue. This would open the door for several different messages. This new approach is a team effort with one primary contact for the family. All professionals will practice within their own domains but still work together.
- Weaver stated the primary coach approach includes geographic teams that connect with the same schools. Teams can share resources within and across teams.

Q: County Board Member Clancy asked if there is high evidence of multiple cases in a single family.

A: Weaver stated you could have an older sibling who went through the program and now the baby in the family is being evaluated. You could also have twins or triplets that need evaluation (due to premature birth).

Q: County Board Member Clancy asked in the situation with the older sibling, can you see changes in the child as a result of the program.

A: Mulvey said yes and coaching with the parents is the best approach since the coordinator assistance is short-lived. When a child gets closer to age 3, we help with the transition. Federally, we are part of the school system. Chairman Lund added that special education aides do know what children will be coming into their program so they are prepared. Weaver stated that the majority of the time, the Birth to Three Coordinator has been talking with the school months ahead of time. Mulvey added they have great relationships with the school districts and have worked hard to maintain that. Transition planning takes place 9 months before the child turns age 3.

Q: Citizen Board Member Laundrie asked how this relates to the Wisconsin Early Autism Project.

A: Mulvey stated that they tailored this approach to also work with autistic infants and toddlers as it has been evidence based for that age range. She added that the parents are required as we cannot be successful without them. It is important to engage with them.

Q: Citizen Board Member Smits asked if most of the parents are welcoming of the concept and having the coordinators come in for evaluation.

A: Mulvey stated that the Birth to Three program is voluntary and federally mandated. There can be a cost share based on family income but all different types of families are seen. Coaching is about engaging with the family and we need to work harder if we are not engaging with the parents.

CLANCY/SMITS moved to receive and place on file.  
Motion was carried unanimously.

**6. Financial Report**

Schmitt had submitted a written report with the board packet agenda.

LAUNDRIE/HYLAND moved to receive and place on file.  
Motion was carried unanimously.

**7. Statistical Reports:**

Please refer to the packet which includes this information.

**8. Approval for New Non-Continuous Vendor:**

Please refer to the packet which includes this information.

**9. Request for New Vendor Contract:**

Please refer to the packet which includes this information.

**10. Other Matters:**

Next Meeting: Thursday, January 9, 2014  
5:15 p.m. – Sophie Beaumont Building, Board Room A

**11. Adjourn Business Meeting:**

ANDREWS/HUXFORD moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:50 p.m.

Respectfully Submitted,

Kara Navin  
Recording Secretary

2c

*Brown County Human Services*

Executive Director's Report to the Human Services Board

December 12, 2013

Members of the Board:

The CTC hospital redesign project is all but complete. The staff of the hospital have been trained on how to work in the Community Based Residential Facility (CBRF), the physical structure work is finished and the licenses should be secured by the end of the week. It is anticipated that clients will be accessing the facility next week. We will start out with limited capacity at first, a "soft opening" to allow us to test our programming and staffing models while ensuring quality of service and safety for all involved.

We have some exciting news on some key positions within the department. As you recall, Mary Johnson will be retiring in early January. This board saw fit to award her the inaugural Barbara Bauer Award. The person with the big shoes to fill will be Roberta Morchauser. Roberta comes to us with very relevant nursing experience and a very ambitious track record. She will begin January 6, 2014.

The Director of Community Programs position which was vacated in May when this writer changed roles will also be filled on January 6, 2014. Nancy Fennema comes to us with a wealth of administrative and direct practice experience. Her career has seen her in the role of Deputy Director of Rock County, CEO at Aspiro here in Green Bay, leading a case management agency serving people with developmental disabilities, and as a direct care therapist in Green Bay. We welcome her to our leadership team.

We have also filled one of our vacant APNP positions to provide diagnosis and pharmacological services to consumers with mental illness at the CTC. I am very pleased to announce that Pam Page will start with us on January 6, 2014 in that vital role.

Finally, Lori Weaver has accepted promotion to the position of Long Term Care manager, filling the position vacated due to internal transfer and we welcome Lori to the senior management team.

Respectfully Submitted By:



Jeremy Kral  
Executive Director

# Brown County's



## Early Intervention Program

Program for families of children under  
3 years of age with developmental  
delays or disabilities.



# Eligibility for Birth to Three in Wisconsin

- Diagnosed condition which likely results in developmental delays
- Delay of 25% or more in at least one area of development
- Atypical development

2014 Proposed Addition for  
Federal Funding:

- “Birth to 3 waiver” program



# Oversight

- **Federal:** Individuals with Disabilities Education Act (IDEA) Part C – Office of Special Education Programming (OSEP) created in 1986
- **State:** Department of Health Services (DHS 90)



# Birth to 3 Program Guiding Principles

- Children's optimal development depends on their being viewed first as children and second as children with a problem or disability.
- Children's greatest resource is their family.
- Parents are partners in any activity that serves their children.
- Just as children are best supported within the context of family, the family is best supported within the context of the community.
- Professionals are most effective when they can work as a team member with parents and others.
- Collaboration is the best way to provide comprehensive services.
- Early intervention enhances the development of children.

- adopted by the Governor's appointed Interagency Coordinating Council in December, 1988



# Services to Support a Family

Most commonly utilized services in B-3:

- Service Coordination
- Case Management
- Speech Therapy
- Occupational Therapy
- Special Instruction
- Physical Therapy
- Interpretation

Other services available:

- Assistive technology
- Audiology
- Family Education and counseling
- Health services
- Nursing
- Nutrition
- Psychological services
- Social work
- Transportation
- Vision

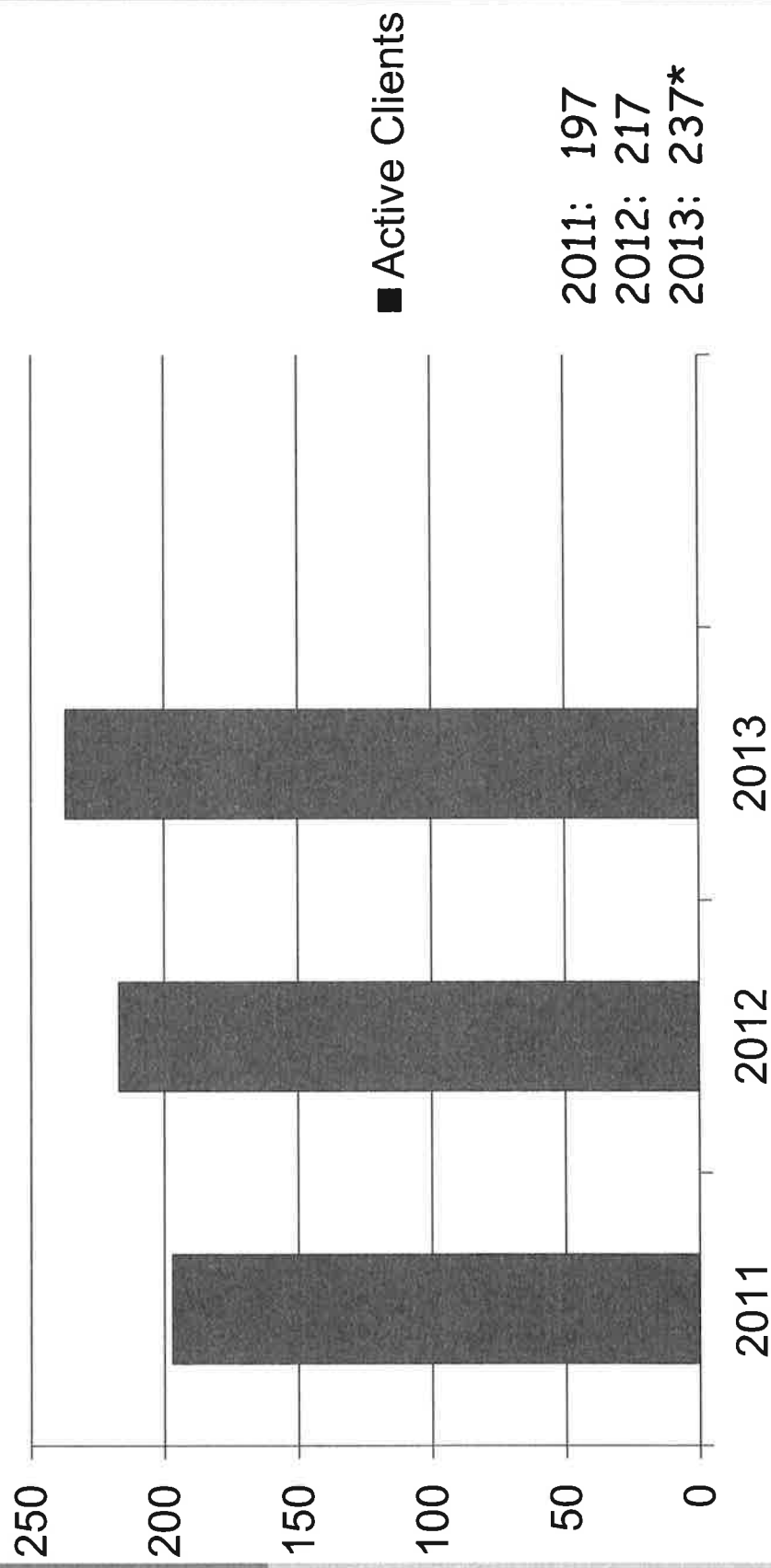
# Referrals

Month	2011	2012	2013	Monthly Total	Monthly Avg
January	61	67	89	217	72.33
February	49	57	78	184	62.33
March	71	60	63	194	64.66
April	52	58	82	192	64
May	62	49	58	169	56.33
June	87	65	45	197	65.66
July	57	59	58	174	58
August	79	55	72	206	68.66
September	66	70	76	212	70.66
October	66	99	62	227	75.66
November	54	62	48	164	54.66
December	40	44	*29	*113	*37.66
Year Total	744	745	*760		
Year Avg	62	62.083	*63.3		

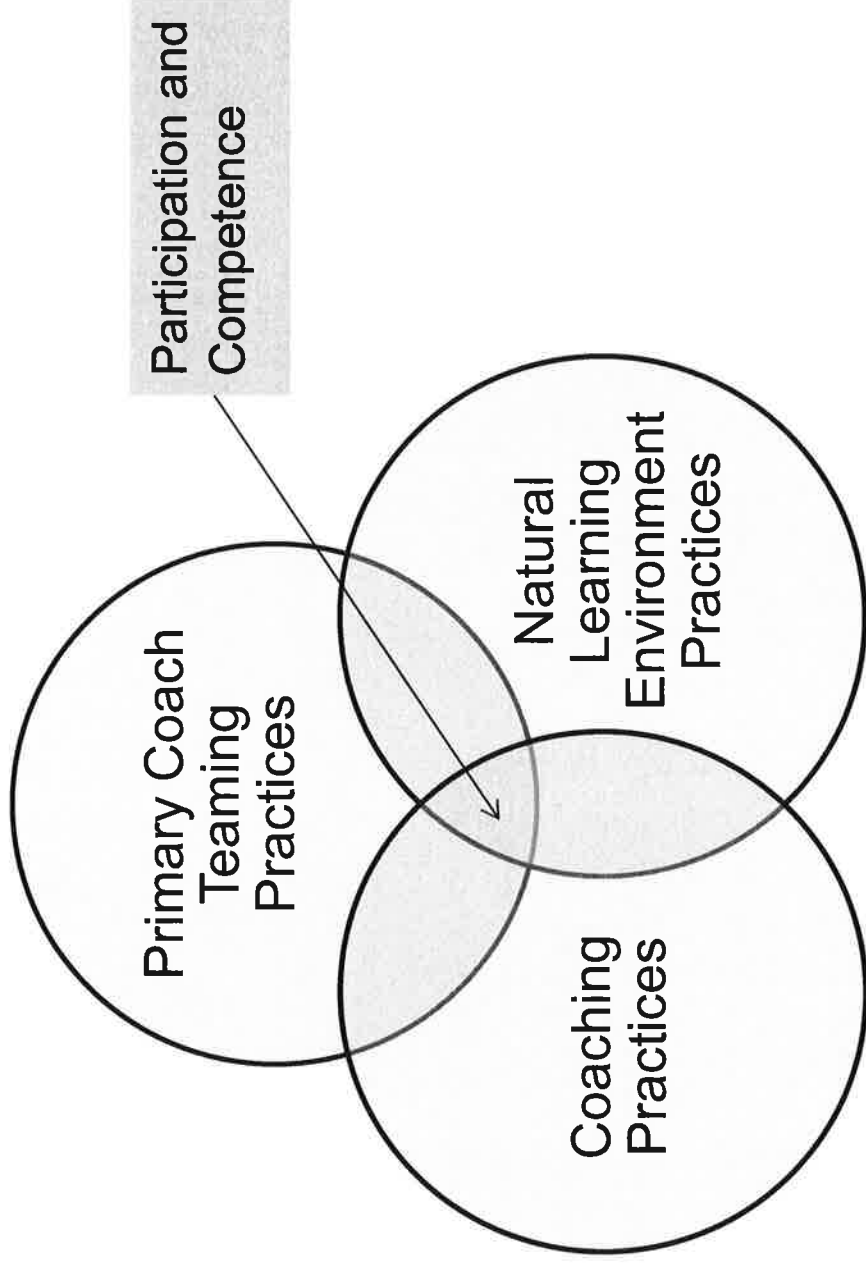
\* Partial Month Data - as of 12/12/2013

# Average Number of Children on Service

## Active Clients



# Primary Coach Approach To Teaming (PCATT) Evidence Based Paradigm



# **PCATT – Evidence Based Paradigm**

## **– Coaching Practices**

- Joint plan
- Action/Practice
- Observation
- Feedback
- Reflective Questioning

## **– Natural Learning Environments Practices**

- Child interests and activities
- Parent/caregiver responsiveness
- Opportunities

## **– Primary Coach Teaming Practices**

- Primary coach to directly support the family/caregivers
- Designated team of professionals to support the primary coach

# Coaching

- Coaching is an evidence-based adult learning strategy used for interacting with parents and other care providers to recognize what they are already doing that works to support child learning and development as well as building upon existing or new ideas.
- Rather than telling the other person what he or she needs to do or doing something only to/with the child, individuals using coaching start with what the other person knows and is doing in order to develop and implement a joint plan that meets the needs and priorities of the person being supported through coaching.
- Coaching involves asking questions; jointly thinking about what works, does not work, and why; trying ideas with the child; modeling with the child for the parent; sharing information; and jointly planning next steps.
- A coaching interaction style is as “hands-on” as necessary, and also ensures that what the practitioner is doing and discussing with the parent is meaningful and functional within the context of everyday life and builds parent capacity to support child learning and development during all of the times when the practitioner is not present.

- Dathan Rush and M'Lisa Shelden

# Natural Learning Environment Practices

- Natural learning environment practices include use of everyday activity settings, child interests, and parent/adult responsiveness to the child.
- Everyday activity settings are used as the sources of early learning because they provide frequent opportunities for child use of existing abilities and development of new skills.
- Child interests are used because children are more likely to focus on a person or activity longer if they are motivated and engaged, which in turn, provides more practice and learning opportunities.
- Parent responsiveness involves ensuring that parents know and understand what they do that supports their child's learning within and across activity settings.

- Dathan Rush and M'Lisa Shelden



# Primary Coach Teaming Practices

- A primary coach approach to teaming ensures that parents receive consistent, unduplicated, timely, evidence-based, individualized, and comprehensive information and support.
- A primary coach approach to teaming also ensures that every family has access to a full team of practitioners that minimally includes an early childhood educator or special educator, occupational therapist, physical therapist, speech-language pathologist, and a designee responsible for service coordination.
- The primary coach is the team liaison who supports the parent in promoting the child's participation in everyday life routines and activities, which for all children naturally serves to foster skill acquisition across multiple developmental domains.
- As a primary coach needs the expertise of another team member, then that team member and the primary coach participate in a joint visit.
- Team communication and support occur through regular team meetings in which all team members participate.

- Dathan Rush and M'Lisa Shelden



# Steps in Implementation of PCATT

## 2010

- ❖ April 1<sup>st</sup> – Institute Team (2 day training, 6 months practice)
- ❖ March – Multi-County/Tribal Consortium (training)
- ❖ August & November – All staff trainings
- ❖ November – All staff using coaching as the interaction style with families/caregivers

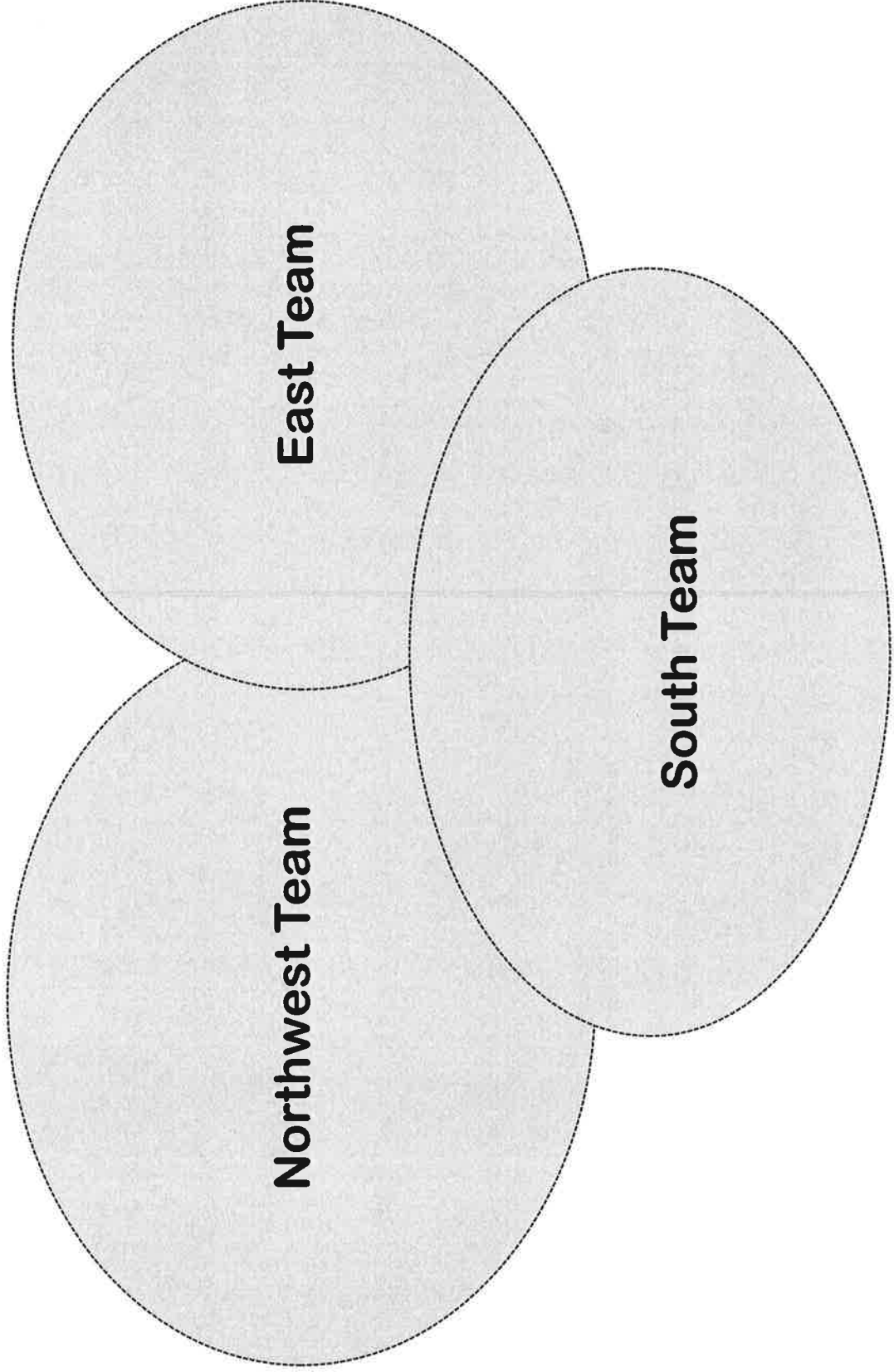
## 2011

- ❖ January 2<sup>nd</sup> – Institute Team (2 day training, 6 months practice)
- ❖ January & March – All staff trainings

## 2013

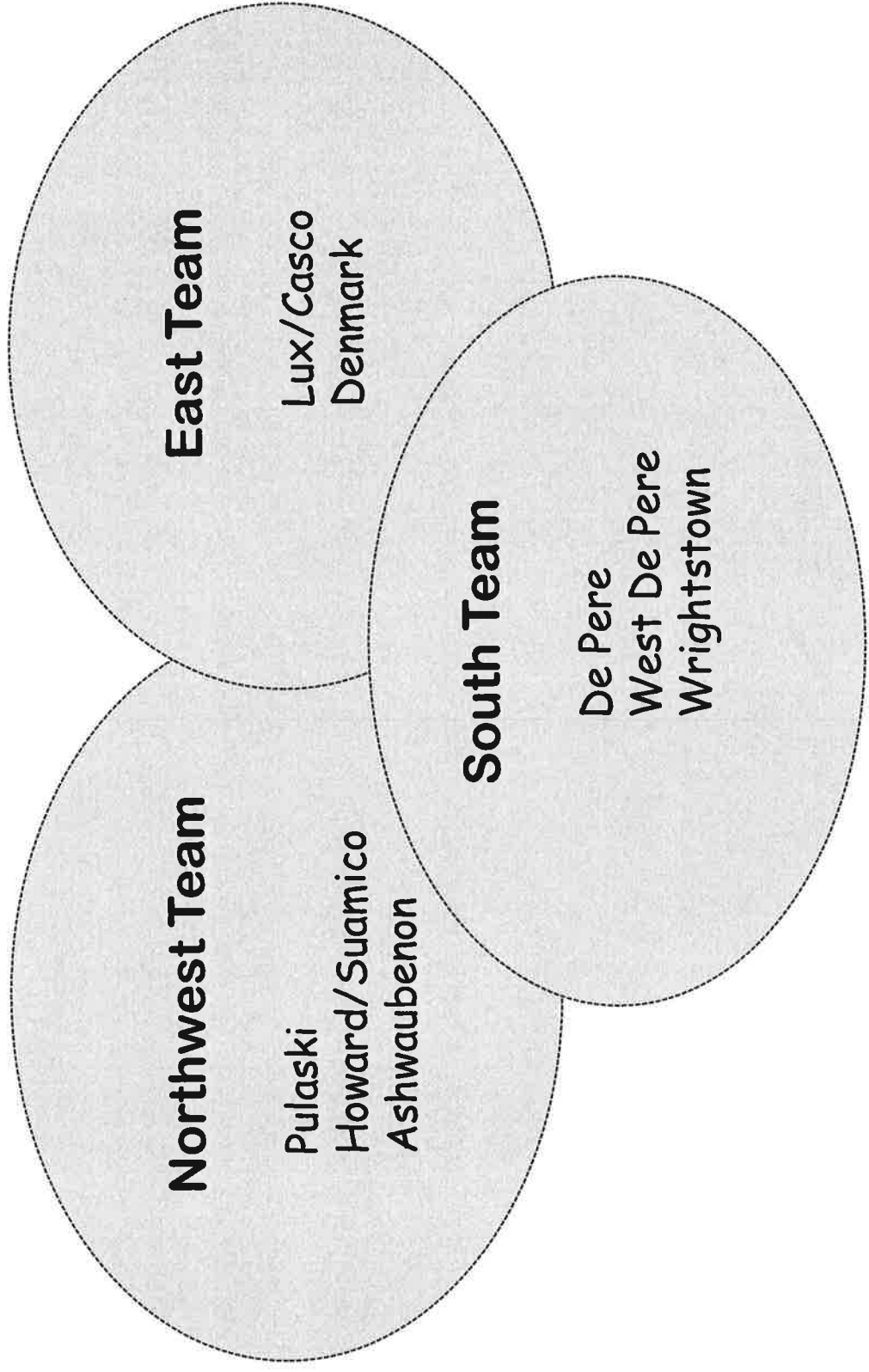
- ❖ January – State identified moving to PCATT as a priority
- ❖ April – Brown County Birth to Three began intentional planning
- ❖ December – Two-day intensive PCATT training (all providers)

# Geographical Teams



# Geographical Teams by School District

## All Teams Share Green Bay Schools Region



# Steps in Implementation of PCATT

## 2014

- ❖ January 1 – Full Implementation of PCATT
  - ❖ Geographically Designated Teams
  - ❖ Primary Coach Identified for Every Family
  - ❖ Teams Sharing Their Expertise and Using Activities and Interests of the Family to Support and Expand the Child's Development and Participation
  - ❖ Primary Coach Accessing Their Team for Joint Visits with the Family
  - ❖ Weekly Team Meetings to Build the Capacity of All Team Members
  - ❖ Teams Sharing Expertise and Experience to Support Other Teams

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, January 9, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

---

**Present:** Chairman Tom Lund  
Bill Clancy, Susan Hyland, Craig Huxford, Helen Smits, JoAnn Graschberger,  
John Van Dyck

**Excused:** Paula Landrie, Carole Andrews

**Also Present:** Jeremy Kral, Executive Director  
Nancy Fennema, Director of Community Programs  
Roberta Morschauser, Hospital & Nursing Home Administrator  
Tim Schmitt, Finance Manager  
Mark Johnson, Social Services & Rehab Manager

---

1. **Call Meeting to Order:**  
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**  
GRASCHBERGER/HYLAND moved to approve the agenda.  
The motion was passed unanimously.
3. **Approve Minutes of December 12, 2013 Human Services Board Meeting:**  
  
HUXFORD/SMITS moved to approve the minutes dated December 12, 2013.  
The motion was passed unanimously.
4. **Executive Director's Report**  
  
Executive Director Jeremy Kral presented and handed a written report to the board (attached).  
  
County Board Member John Van Dyck entered at 5:21 p.m.  
  
Citizen Board Member Huxford stated to the board that the Veteran's Treatment Court has moved from 3:30 pm on Friday afternoons to 9:30 a.m. Friday mornings. This will make it easier for people to attend. Huxford encourages board to stop by to see how the court runs. They are having their second graduation the last Friday of this month and everyone is invited.  
  
CLANCY/SMITS moved to receive and place on file.  
Motion was carried unanimously.

**5. Financial Report**

Schmitt had submitted a written report with the board packet agenda.

Q: Chairman Lund asked if our financial forecast will be better next year with adding the CBRF at the Community Treatment Center.

A: Schmitt stated we are expecting the revenue streams to be more favorable. It is a matter of controlling our costs. A difference in budgeting in 2014 is that we will budget wages and fringes at actual instead of at the highest step.

Q: Chairman Lund asked if we do see any surplus when we have vacant positions.

A: Schmitt stated that the favorable budget variances in the packet for both CP and CTC are partially due to open positions. Kral stated that when HR gives departments estimates of personnel costs for the year, they do budget in a certain level of turnover.

Q: County Board Member Van Dyck asked if the current fund balance is anticipated to change.

A: Schmitt stated that we are forecasting the fund balance not to change as much as expected. We planned to use \$1.8 million from fund balance in 2013, expenditure from fund balance is expected to be less than that. Kral added that based on currently available information fund balance is expected to be pretty stable. Chairman Lund added that the fund balance has been created for emergency purposes and not for budgeting. If a client is sent to a state facility for an extended period, it is going to be depleted. Kral also added that much of the fund balance is slated to be used for one-time uses, as in family care transition.

VAN DYCK/HUXFORD moved to receive and place on file.  
Motion was carried unanimously.

**6. Statistical Reports:**

Please refer to the packet which includes this information.

**7. Approval for New Non-Continuous Vendor:**

Please refer to the packet which includes this information.

**8. Request for New Vendor Contract:**

Please refer to the packet which includes this information.

**9. Other Matters:**

Next Meeting: Thursday, February 13, 2014  
5:15 p.m. – Sophie Beaumont Building, Board Room A

**10. Adjourn Business Meeting:**

HYLAND/SMITS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:33 p.m.

Respectfully Submitted,

Kara Navin  
Recording Secretary

Executive Director's Report to the Human Services Board

January 9, 2014

Members of the Board:

It is with great excitement that I am able to introduce two additions to our department's senior management team. Roberta Morschauser has begun her work in the role of Hospital and Nursing Home Administrator. Her background is in nursing and she brings with her great energy, ambition, and experience in nursing home supervision and administration. Nancy Fennema has joined us in the role of Director of Community Programs. Nancy is a social worker and counselor by training who has been working most recently with Catholic Charities. Some of you may be familiar with her from her former work as the Director of Aspiro, and Nancy also has served as Deputy Director and Interim Director with Rock County Human Services among other leadership roles. Nancy brings exceptional experience, dedication to client care, and management values among many other skills.

The Bay Haven Crisis Stabilization CBRF has now opened its doors. It is being used as intended to allow for stabilizing people with crisis mental health concerns who do not necessarily need the locked acute psychiatric care available in the Nicolet hospital. The hospital's director of nursing, Jed Berndt has prudently and pragmatically been scaling up the operations so that we maintain our ability to provide skillful care for consumers as we begin this new program. To date, our experience from the service provision and administration perspective has been very good. It is too early to have data on consumer response to the facility but anecdotally it seems to be going very well.

In the area of Long-Term Care, we continue to make preliminary preparations in anticipation of Family Care expansion. The recent report from Wisconsin DHS to the Joint Finance Committee presented a strongly favorable impression of long term care expansion. If the legislature and governor elect to proceed, Family Care expansion could occur in 2015 in Brown County. We expect that a decision will be made in the coming weeks. Senator Cowles has introduced for co-sponsorship a senate bill which would provide authorization for long-term care expansion as well.

Outpatient behavioral health has an exciting initiative underway. Ian Agar and his team are developing a consortium to deliver Comprehensive Community Services (CCS) programming. CCS provides for cost-based reimbursement for psycho-social rehabilitation services for people with mental illness or substance abuse needs. The most recent state budget created a pathway toward having this program paid for by state and federal dollars (removing local levy) if the participating counties created a regional model. Our partners at this stage are Manitowoc, Calumet, Winnebago, and Outagamie counties, giving us a large population base with which to seek efficiencies and economies of scale while strengthening overall service delivery in the region.

In the 2014 Brown County budget, the County Executive proposed and the County Board ratified a \$75,000 expenditure for Mental Health Initiatives. Human Services is working on a proposal which would use that funding to create a full-time position which would work in the alternative courts. The proposal is currently not complete, but will be soon. Brown County Drug Court is the most well-established of the treatment courts, with the Veteran's Treatment Court also being in operation currently. This department has also been in discussions with Judge Zuidmulder regarding establishing a mental health court and expanding our alternative courts model to Marinette County and others, replicating the institutional knowledge that Brown County has gained. Alternative court participants need not be housed in the jail as they may otherwise be, and are incentivized to engage in treatment and pro-social behaviors, which we believe is a more effective means of addressing the root cause. Alternative courts are by no means the "easy way" and those who do not meet the terms of participation have been removed from the programs and picked back up by the traditional criminal court system.

Respectfully Submitted By:



Jeremy Kral  
Executive Director



**BOARD OF DIRECTOR MEETING MINUTES**

Wednesday, January 8, 2014

9:02 a.m. – 11:22 p.m.

**BOARD MEMBERS**

Carole Andrews  
Carolyn Barke  
Mary Derginer  
Marshal Giese  
Kathy Just  
Julie Kudick  
Mark Moeller  
Diane Nichols  
Janice Swoboda  
Tony Waupochick

**NEW FC**

Rolf Hanson  
Debbie Peterson

**Others**

Andy Phillips, NEW FC Legal Counsel  
Barb Larson-Herber, Shawano County  
Representative Serving as Fiscal Agent  
for NEW FC Planning Grant

**1. CALL TO ORDER**

The meeting was called to order at 9:02 a.m.

**2. CONFIRMATION OF PROPER POSTING**

Debbie Peterson confirmed copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website: [www.northeastwisconsinfamilycare.com](http://www.northeastwisconsinfamilycare.com)

**3. CONFIRM AGENDA**

Motion by Marshal Giese supported by Janice Swoboda to approve the agenda—all aye—motion carried.

**4. REVIEW AND APPROVE MEETING MINUTES**

Motion by Julie Kudick supported by Mark Moeller to approve the November 6, November 22, and December 27, 2013 meeting minutes—all aye—motion carried.

**5. PUBLIC COMMENT**

The Annual Legislative Breakfast, sponsored by Cerebral Palsy, Aspiro, N.E.W. Curative, Options for Independent Living, East Shore Industries, Sunshine House, Alzheimer's Association and the Brown County ADRC will be held at ASPIRO on Friday, January 10<sup>th</sup>.

**6. SECOND COUNTY RESOLUTIONS**

All counties passed the second resolution unanimously.

**7. CEO REPORT**

The CEO Report was distributed in the Board packet. A CEO Report to the Community will be posted on the CEO tab of our web page at [www.northeastwisconsinfamilycare.com](http://www.northeastwisconsinfamilycare.com) and on Base Camp for the Directors and Long Term Care Managers.



## Northeast Wisconsin Family Care

---

### 8. **FISCAL AGENT REPORT**

The Fiscal Agent Report was presented Barb Larson-Herber, Shawano County Representative Serving as Fiscal Agent for NEW FC Planning Grant.

### 9. **ANNOUNCEMENTS**

Barb Larson-Herber gave an overview of the Shawano County Community Program transformation centered on self-determination. Annette Downey from the Center for Self Determination is assisting in this transformation.

### 10. **CLOSED SESSION**

Motion by Julie Kudick supported by Carolyn Barke that the Committee convene into Closed Session pursuant to Wisconsin Statute sec. 19.85(1)(c), "[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility;" to wit: to discuss the status of employees in relation to continued District funding. Roll Call Vote: Carole Andrews – aye; Carolyn Barke – aye; Mary Derginer – aye; Marshal Giese – aye; Kathy Just – aye; Julie Kudick – aye; Mark Moeller – aye; Diane Nichols – aye; Janice Swoboda – aye; Tony Waupochick – aye

### 11. **RECONVENE IN OPEN SESSION**

Motion by Carole Andrews supported by Carolyn Barke to return to open session; Roll Call Vote: Carole Andrews – aye; Carolyn Barke – aye; Mary Derginer – aye; Marshal Giese – aye; Kathy Just – aye; Julie Kudick – aye; Mark Moeller – aye; Diane Nichols – aye; Janice Swoboda – aye; Tony Waupochick – aye

### 12. **ADJOURN**

Motion by Carole Andrews supported by Julie Kudick to adjourn at 11:22 a.m. – all ayes – motion carried.

<p>These minutes are respectfully submitted by Debbie Peterson and have <b>NOT BEEN APPROVED</b> by the Northeast Wisconsin Family Care Board of Directors</p>
--

---

*Northeast Wisconsin Family Care is a member driven organization passionate about delivering service options by supporting personal choices which promote the greatest opportunity for an independent quality of life, in a caring, respectful, and efficient manner.*

**PROCEEDINGS OF THE BROWN COUNTY**  
**VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, November 19, 2013 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

---

**PRESENT:** Ed Koslowski, Rosemary Desisles, Delores Pierce, Duane Pierce, Bernie Erickson, Dave Boyce, Jerry Polus, Jim Haskins, Joe Witkowski, Bill Kloiber, Sherry Steenbock

---

**\*\*Running Total of Veterans' Certificates: 1503**

1. **Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. **Invocation by Jim Haskins.**

3. **Approve/Modify Agenda.**

**Motion made by Jim Haskins, seconded by Delores Pierce to approve the agenda. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

4. **Approve or Modify Minutes of October 15, 2013.**

**Motion made by Duane Pierce, seconded by Ed Koslowski to approve the minutes. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

Chair Bernie Erickson introduced guest Dave Boyce to the Subcommittee.

5. **Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.**

Jim Haskins indicated that he would like to see POWs from Wisconsin honored at next year's Fair. Erickson stated that we would have to make contact with them to be sure they wish to attend the Fair and then decide on some type of memento to give them. Koslowski reported that he had had some contact with Triangle Distributing about a contribution to the Veterans Meet and Greet. Triangle indicated they do a lot of banners and printing and they may be able to help out in that regard. Koslowski felt more banners on the midway would be helpful and he will continue to work with Triangle on this and keep the Subcommittee advised. Koslowski also stated that he will be working on getting a four day display set up in one of the buildings at the Fair to honor Brown County Veterans. Post 57 has a display that covers from WWI all the way up to the Korean War and he felt that he could also talk to the Vietnam Vets, Rolling Thunder and Desert Storm Vets as they may also be interested in working on a display. Haskins stated that the next Fair Board meeting will be held on December 4 and he will attend to represent this Subcommittee.

Erickson stated he sent Steve Corrigan from the Fair Board a nice thank you note for what they have done for the Subcommittee. He has also had a good conversation with Corrigan about moving the stage closer to the midway and Erickson indicated to Corrigan that we usually get pretty good entertainment and we could have the entertainment start earlier in the day and be part of the overall Fair's entertainment.

6. **Discussion and possible action regarding suicide prevention and/or interaction.**

Rosemary Desisles stated that her views on this have changed somewhat since the last meeting. She is a part of the Navy League and three weeks ago she went to Madison for a 5K walk/run which was to celebrate or recognize all veterans of all services who have died. She is currently involved in starting a Navy League Chapter in Green Bay and they would like to have a 5K walk /run in Green Bay sometime next fall similar to what was done in Madison. She would need a steering committee to help her and volunteers for the event. She felt this would be a great way to honor veterans who have passed and she was hopeful that this Subcommittee would be a part of this event. Desisles continued that the Navy League would provide the liability insurance for the event. Sponsors would be needed as well as a place to hold the event. Several other ideas were discussed such as having this held in conjunction with the Fair and Desisles will continue to keep this group advised of planning and developments.

7. **Report from CVSO Jerry Polus.**

CVSO Jerry Polus reported that Veterans' Court had its first two graduates last Friday. There are currently 23 members in the court with six or seven more pending. This has been a very positive program and the Veterans Court team continues to work hard at making this a successful program. Erickson asked what the most common offenses were with regard to Veterans' Court and Polus responded that they most often see domestic abuse and OWI cases.

Polus also reported that Cardinal Capital Management announced recently that they have received the appropriate tax credits to build a veterans' facility on the site of the old Mental Health Center. This project is expected to break ground next spring or summer and will consist of 50 units of one bedroom apartments. Within the complex there will be a support office run by the Center for Veterans Issues. Polus will keep the Subcommittee advised of developments with regard to this project as they materialize.

Polus continued that the hottest item he had was with regard to the issue of identifying veterans on drivers' licenses. There are currently about 17,000 vets in Brown County and Polus explained the procedure to get a driver's license which denotes the veteran status. The call center is directing people to their local CVSO offices for help with this and Polus's office is being bombarded with calls. This is a voluntary action and is not required of veterans. The reasoning on this is for veterans to easily obtain discounts at various stores and is a way for any veterans to show their status.

8. **Comments from Bill Kloiber and/or Carl Soderburg.**

Kloiber stated that there will be an antique B17 bomber at the hangar at Jet Air on Saturday for viewing and this plane will also be doing a flyover at the Packers game on Sunday. Kloiber also commented on the Veterans Day Event at the Yacht Club and wondered if there had ever been efforts to consolidate all the Veterans' Day events into one large event. After discussing this matter it was the feeling of the Subcommittee that the groups have a preference to do their own thing and would not want to give up the tradition of holding their own activities and ceremonies.

9. **Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski.**

-Erickson stated that he attended the VFW breakfast and it was quite nice.

-Desisles had nothing to report other than what she had discussed above.

-Haskins reported that there were only 138 prizes for the Veterans Day event compared to 183 last year. He felt that the Subcommittee could put a little more effort into securing door prizes and he

felt that next year some goals should be set for the Subcommittee. He also reported that the VFW website listed a number of discounts and free meals and other promotions for Veterans Day. He had a meal at Texas Roadhouse and he stated that it was very nice and they made him feel very, very welcome.

Haskins also reported that Atonement Lutheran Church will be collecting items to make care packages for Veterans. He also stated that the Bay Park Cinema showed a military film on Veterans Day entitled "Honor Flight: One Last Mission". Haskins also noted that the Packers had several different special things in honor of Veterans at their game. Haskins continued his report by reading a tribute to Veterans.

-Pierce stated that he attended the Veterans Day event at the Yacht Club and it was very nice. He also went to Pearly Gates for a meal with Jim which was very nice as well and well attended. Pierce also stated that he had recently attended a Rolling Thunder meeting and some of the members had just returned from the national convention. He learned at this meeting that a lot of the chapters around the nation are putting up POW chairs at stadiums and other venues. The Rolling Thunder group indicated they would like to see a POW chair at Lambeau Field and Pierce will keep the subcommittee advised of any developments with this.

-Steenbock reported on the Veterans Day event held at the VFW. She thanked Koslowski and Haskins for their help at the event. She felt the event went very well with the exception of a traffic jam after she would call off the winning tickets. She felt that going forward she could pull the tickets and give them to Jim to put on the board and she can write them down and then call them off and this may help with the congestion. Other ideas on how to distribute the prizes were also discussed. They gave about 130 prizes away and the Veterans seemed very thankful for them. She stated that she got eight new donors for this year's event.

Steenbock also indicated that 30 new certificates will be going out this month.

-Witkowski shared a news article with the Subcommittee regarding a mock air raid that was staged a number of years ago. He found this in the "Today in History" section of the newspaper. He also shared an article dated October 16, 2013 in which the President awarded retired Army Captain Swenson the Medal of Honor making him the first Army officer to receive the military's highest honor since Vietnam. Witkowski also mentioned the MIA chair in our meeting room and he thought this should be recognized.

10. **Such Other Matters as Authorized by Law.**

None.

11. **Adjourn.**

**Motion made by Jim Haskins, seconded by Rosemary Desisles to adjourn at 6:13 p.m. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, December 17, 2013 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

---

**PRESENT:** Chair Erickson, Duane Pierce, Delores Pierce, Carl Soderburg, Jim Haskins, Rosemary Desisles, Jerry Polus, Bill Kloiber

**EXCUSED:** Sherry Steenbock

---

**\*\*Running Total of Veterans' Certificates: 1503**

**1. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

**2. Invocation by Jim Haskins.**

**3. Approve/Modify Agenda.**

Rosemary Desisles would like Item 6 amended to read, "Honor Run Discussion".

**Motion made by Rosemary Desisles, seconded by Delores Pierce to approve the agenda as amended. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Approve or Modify Minutes of November 19, 2013.**

**Motion made by Jim Haskins, seconded by Duane Pierce to approve the minutes. Vote taken. MOTION CARRIED UNANIMOUSLY**

**5. Any new discussion regarding Veterans' Appreciation Day at the Brown County Fair.**

A discussion was held regarding inviting the POWs to the Fair. Chair Erickson felt that efforts should be made after the first of the year to get a list together of the POWs and start working on ascertaining who has a desire to attend the Fair. CVSO Jerry Polus suggested that a representative of the Fair Board be invited to the next meeting of this Subcommittee to start planning for the Fair. It was also reported that Haskins, Pierce and Koslowski have been regularly attending Fair Board meetings and the Fair seems amenable to meeting the requests of this group. It was also indicated that there was an interest in putting up a military display to run the entire duration of the Fair. Space needed for this would be approximately 12 feet by 20 feet and the Fair will advise the Subcommittee members if there would be space available for this. A discussion was held regarding having such a display monitored for the entire duration of the Fair so donated and borrowed items do not disappear. Erickson suggested looking into having the display in locked glass cabinets. CVSO Jerry Polus indicated that veterans in some other counties staff booths for the duration of the fairs to distribute information and a brief discussion was held with regard to this. Pierce suggested that if a person were to monitor the display for the full length of the Fair, that person could also distribute tickets to the Appreciation Day.

Erickson asked Carl Soderburg what the possibility would be of getting Congressman Reid Ribble to provide some sort of certificate to honor the POWs invited to the Fair. Soderburg felt that this could easily be done.

Polus reported that he had placed a call to the Air Force Band to see if they are available to play the Fair event next year and he is waiting to hear back from them. Erickson also had the name of a group of performers that may be a good choice. More discussion will be held with regard to Fair entertainment after the first of the year.

6. **Honor Run Discussion.**

Rosemary Desisles stated that the Green Bay/Fox Valley Navy Council has been formed and the idea for the run is to secure a location as quickly as possible. She noted that they want the event limited to a 5K event or less. One of the ideas that had been discussed was starting the run at the Pearly Gates or Drift Inn. Desisles was thinking that the Pearly Gates may be a good idea as there is less traffic in that area. Desisles had a poster from the Madison event that she shared with the Subcommittee. She would like to have a decision made as to where to start the event right after the first of the year. Erickson reminded her that she would have to obtain appropriate special event permits from the City or Village where the run is to take place. Other ideas for starting locations were discussed. Desisles also stated that another thing she is really looking for is people to sit on the committee for this event to help her out. She also indicated that they are thinking of having a medal for the run and she mentioned that Global Recognition may be able to assist with that. Erickson stated that he will check with the Drift Inn to see if they are interested in being involved in this and Duane Pierce will also provide information for a contact at the Pearly Gates.

7. **Report from CVSO Jerry Polus.**

Polus had two things to report on. First, tomorrow, weather permitting he will be driving to Milwaukee to meet with a representative of the Center for Veterans Issues to discuss plans for the veterans' complex that will be built on the site of the former mental health center beginning next year. Polus will provide an update of this meeting at the next Subcommittee meeting.

The other item Polus brought up was the possibility of soliciting some area businesses to raise funds for the Appreciation Day at the Fair event. One of the ideas he had was asking a company to allow their employees to wear jeans to work for a day in exchange for a donation. He thought sending a letter out on this after the first of the year would be appropriate.

Polus also stated that he had recently received several donations from outside sources and he has seen somewhat of a trend of people donating on the local level rather than to national organizations.

8. **Comments from Bill Kloiber and/or Carl Soderburg.**

Bill Kloiber did not have anything to report.

Carl Soderburg reported on the budget agreement in Congress and stated that the House passed the budget for the 2014 and 2015 fiscal year. In the Senate today they voted to end debate and vote on it and it is expected to be voted on in the Senate tomorrow. Of concern to some people is that the budget does reduce the COLA for military retirees between the ages of 40 – 62. Upon turning 62, the COLA will go back up to the normal level that all the other retirees are getting. Also, with regard to the Pentagon budget, military will get an extra \$22.5 billion dollars in 2014 and an extra \$9 billion dollars for 2015.

A discussion was also held with regard to the status of veterans obtaining veterans status on their drivers' licenses. Polus indicated that calls to his office in this regard are slowing down somewhat and he explained the process of obtaining the licenses.

9. **Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski.**

-Bernie Erickson stated that he has had conversations recently with regard to donations coming into local agencies and he thought he might talk to Jeff Alexander or Sara Thompson about doing a news story on the benefits of giving to local organizations rather than larger national organizations where a smaller portion of donations are actually given to veterans. Polus agreed that giving locally is the best way to go because you know the money is used right here.

-Rosemary Desisles stated that she had several more thoughts with regard to the Honor Run discussed earlier such as having the run held along the River Walk downtown where traffic would not be an issue and the possibility of getting Hagermeiser Park involved. She also wondered what the thoughts would be to cutting it down to a distance of 2.5 kilometers to draw more people in. Erickson stated that the Neville Public Museum will be having a WW1 exhibit in 2014 and he thought maybe somehow this run could be tied in with that. Haskins also mentioned the possibility of having the event held at Green Isle Park.

-Jim Haskins saw on Facebook that there was a billboard in Texas thanking a vet for his service and he wondered if they could do some sort of photo billboard in Green Bay thanking a local vet for their service. Erickson stated that he has a connection that may be able to help with something like this and he will speak to this connection. Haskins also stated that Associated Bank has a "Board of Heroes" which they use to honor local veterans. Haskins also mentioned the Maino Project in which wreaths were placed on Veterans graves.

Haskins continued that in the past when Jack Krueger was the Chair of the Subcommittee he provided the Subcommittee with financial data as to the Subcommittee's account. Erickson stated that he has recently worked with the Internal Auditor on this and he will ask the Auditor to provide monthly reports to be shared with the Subcommittee.

-Duane Pierce stated that the Vietnam Veterans are doing their annual distribution of Christmas baskets on Saturday to 35 families in need. Other than that, Pierce indicated that they are in the planning stages for next years' events and he will continue to keep the Subcommittee advised in this regard.

10. **Such Other Matters as Authorized by Law.**

None.

11. **Adjourn.**

**Motion made by Jim Haskins, seconded by Delores Pierce to adjourn at 5:48 p.m. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

# BUDGET ADJUSTMENT REQUEST

13-131

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive  County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive  County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.4302	State Grant Revenue	16,598
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.4600.610	Charges and Fees Health	8,333
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5300	Supplies	5,670
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5300.001	Supplies Office	1,399
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5395	Equipment-outlay	5,631
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5505	Telephone	635
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5340	Travel & Training	5,191
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5601.400	Intra-County Expense Copy Center	250
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5708	Professional Services	6,155

## Narrative Justification:

\*2013\* The Health Department's Consolidated grant actual award was more than the amount budgeted. This request increases the corresponding expenses related to the grant funding awarded. These expenses included the purchase of laptops for staff to conduct offsite visits and presentations to community partners and coalition and to cover interdepartmental charge to print local preparedness calendars and other supplies.

Wisconsin Department of Transportation offers Brown County Health Department a grant to purchase car seats for at-risk families unable to purchase car seats on their own. Low cost car seats have been made available with a co-pay. The co-pay that clients are able to pay towards purchasing a car seat will be used to purchase more car seats.

## AUTHORIZATIONS

Judith A. Fredericks  
Signature of Department Head

Department: Health 01-03-14

[Signature]  
Signature of Executive  
Date: 7/8/14

Rev 10/09

3



October 16, 2013

**AN ORDINANCE AMENDING SECTION 38 (4)(2)(a)(ii)**  
**OF THE BROWN COUNTY CODE**  
**ENTITLED "PUBLIC HEALTH NUISANCE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Subsection (4)(2)(a)(ii) of Chapter 38 of the Brown County Code entitled Public Health Nuisance is hereby amended as follows:

(ii) The Brown County Health Department shall issue a citation when the Health Department receives and verifies ~~three (3)~~ two (2) verifiable complaints from individuals representing separate properties within Brown County within an 8-hour period relating to a single odor description. The Health Department shall provide a designated phone number to call to report an odor complaint. The complaints shall be recorded by a staff member or by an electronic means and shall be considered as an individual odor complaint when the following information is provided:

- Name, address, and phone number of complainant.
- Time and date of call.
- Description of odor nuisance, including estimated location or source of complaint.

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

\_\_\_\_\_  
HUMAN SERVICES COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not require an appropriation from the General Fund.

# The Village of Howard, Wisconsin

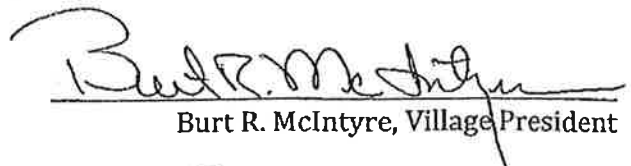
## RESOLUTION NO. 2013-31

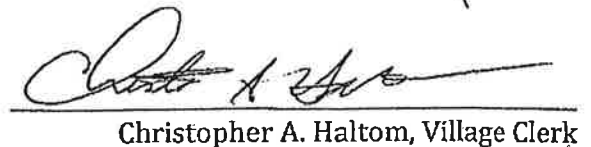
**"Supporting the Brown County Human Service Committee's recommended adjustment of the malodorous complaint threshold from three formal complaints to two formal complaints for Brown County Health Department citation issuance"**

- WHEREAS,** malodorous emissions are an ongoing concern of residents and businesses in the village of Howard; and
- WHEREAS,** residents of the village of Howard have the right to enjoy their homes and property without being negatively impacted by malodorous emissions generated from nearby property owners; and
- WHEREAS,** employers and employees in the village of Howard have the right to engage in commerce without being negatively impacted by malodorous emissions generated from nearby property owners; and
- WHEREAS,** the village of Howard similarly develops ordinances to protect residents and businesses from noise pollution; and
- WHEREAS,** the village of Howard similarly develops ordinances to protect residents and businesses from light pollution; and
- WHEREAS,** it is consistent for the Village of Howard to support government initiatives that protect residents and businesses; and
- WHEREAS,** the Brown County Health Department is properly equipped and trained to handle malodorous emission compliance; and
- WHEREAS,** the Brown County Human Services Committee recommended adjustments to the malodorous emissions evaluation and compliance process on September 25, 2013 to better protect Brown County residents and businesses;

**NOW THEREFORE, BE IT RESOLVED,** that the Village of Howard Board of Trustees supports the Brown County Human Service Committee's recommended adjustment of the malodorous complaint threshold from three formal complaints to two formal complaints for Brown County Health Department citation issuance.

Approved by the Board of Trustees of the Village of Howard, Brown County, Wisconsin, this 14<sup>th</sup> day of October, 2013.

  
Burt R. McIntyre, Village President

  
Christopher A. Haltom, Village Clerk

Reference to 10K

November 6, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ON HELPING FAMILIES MOVE  
FROM HOMELESSNESS TO SELF-SUFFICIENCY**

WHEREAS, a safe, stable home is essential for any child to grow up healthy and happy, and become a contributing member of the community; and,

WHEREAS, the number of Brown County families who are homeless has been on the rise in recent years, in part because of the economic recession; and,

WHEREAS, the options for homeless families to find temporary shelter in Brown County are limited; and,

WHEREAS, Golden House, the domestic abuse program and shelter in Green Bay, was unable to shelter 269 women and children in 2012 because of limited capacity, and also were sought out by another 228 women and children who were not suffering from domestic violence but were still in need of shelter; and

WHEREAS, the number of families who are on the waiting list for housing at Freedom House has grown to over 100; and,

WHEREAS, the number of children who are homeless in the various Brown county school systems has been increasing, numbering over 1300 students during the 2012-2013 school year, according to the data from the McKinney-Vento Program that assists homeless children; and

WHEREAS, much of the public discussion around homelessness has focused on homeless single adults, while the greatest unmet need, perhaps, resides with homeless families; and,

WHEREAS, the Brown County Board, in August 2013, passed a resolution that expressed support for efforts to address homelessness, including the creation of a ten-year plan and educating the public on the problem of homelessness; and,

WHEREAS, efforts have begun to reconstitute the Brown County Board's Homeless Issues and Affordable Housing Subcommittee; and,

WHEREAS, family self-sufficiency and respect for the dignity and worth of all people, especially children, are worthy goals that both the Brown County Board and Humans Services department wish to promote; and,

WHEREAS, the latest projections for the Community Programs fund balance within the Brown County Human Services department indicate that the fund balance will have over \$500,000 of

undesignated funds by the end of fiscal year 2013; and,

WHEREAS, the Brown County Board of Supervisors wishes to use these funds in a manner consistent with the mission of the Human Services department; and,

WHEREAS, the Brown County Board seeks to invest in long-term efforts to promote family self-sufficiency, and thus reduce the costs to county residents of increased social service use;

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors includes in the 2014 Brown County budget a one-time expenditure of \$75,000 to create a fund to be used to provide grants to local projects seeking to reduce the problem of homelessness among families and to promote self-sufficiency, such as:

- establishing new transitional housing units for families, that would include support from a social service agency;
- enhancing existing transitional housing support efforts with families, such as home visits, educational and job training programs, etc.;
- expanding support and educational programs that promote self-sufficiency for homeless families, such as budgeting, substance abuse counseling, etc.;
- creating a ten-year plan to address homelessness in Brown County; and,

BE IT FURTHER RESOLVED, that the \$75,000 used to establish this fund be taken from the Community Programs fund balance; and,

FINALLY, BE IT RESOLVED, that these funds shall be administered by the Brown County Board's Homeless Issues and Affordable Housing Subcommittee, who will establish the application process and criteria for evaluating applications (including preference for applications that have some level of matching funds), as well as award the grants.

Respectfully submitted,

Daniel Robinson  
Brown County Supervisor  
District 19

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

December 18, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF POSITION**  
**CERTIFIED NURSING ASSISTANT**  
**HUMAN SERVICES – COMMUNITY TREATMENT CENTER**

WHEREAS, there are currently 62.5 FTE Certified Nursing Assistant positions in the Human Services - Community Treatment Center table of organization; and

WHEREAS, the Human Resources department conducted a thorough study of the duties and requirements of the Certified Nursing Assistant position and researched similar positions in the local market and other municipalities, reviewed national and state wage rates and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.34 - \$13.74 per hour in public entities and have a starting rate of \$10.00 per hour in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Certified Nursing Assistant position be placed in Pay Grade 5 (pay range \$12.49 - \$14.87) of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in the Certified Nursing Assistant position will retain their current wage; and

WHEREAS, future vacancies for Certified Nursing Assistant positions will be filled at Pay Grade 5 of the Brown County Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Certified Nursing Assistant position be placed in Pay Grade 5 of the Brown County Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in a Certified Nursing Assistant position will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Certified Nursing Assistant positions will be filled at Pay Grade 5 of the Brown County Classification and Compensation Plan.

**Annual Budget Impact**

**Certified Nursing Assistant**  
2,080 annual hours  
62.5 FTE's

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Certified Nursing Assistant (Current Rate)	\$(35,872)	\$(21,541)	\$(57,413)
Certified Nursing Assistant (Pay Grade 5, Step 3)	\$ 27,538	\$ 20,226	\$ 47,764
<b>Annual Budget Impact per FTE</b>	<u>\$( 8,334)</u>	<u>\$( 1,315)</u>	<u>\$( 9,649)</u>

Savings would be realized for each Certified Nursing Assistant vacancy filled after approval of the resolution.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
Troy Streckenbach, COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 11/19/13  
**REQUEST TO:** Human Services Committee  
**MEETING DATE:** 11/26/13  
**REQUEST FROM:** Lynn Vanden Langenberg  
Interim Human Resources Manager

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reclassification of Position – Certified Nursing Assistant – Human Services - Community Treatment Center

**ISSUE/BACKGROUND INFORMATION:**

A study of the Certified Nursing Assistant position was performed comparing it to similar positions in the County, the local market and other municipalities, national and state wage rates, and the U.S. Bureau of Labor Occupational Outlook Handbook.

**ACTION REQUESTED:**

Place the Certified Nursing Assistant position in Pay Grade 5 of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? There will be a savings of \$9,649 for each 1.00 FTE Certified Nursing Assistant vacancy filled going forward.
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**



**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** NURSING ASSISTANT

**REPORTS TO:** NURSE MANAGER/RN DESIGNEE

**DEPARTMENT:** HUMAN SERVICES/COMMUNITY TREATMENT CENTER

**JOB SUMMARY:**

A position with responsibility for assisting clients with activities of daily living, providing nursing care and active treatment to clients/residents in assigned household, neighborhood or unit and assisting in the maintenance of a safe, clean and therapeutic environment.

**ESSENTIAL DUTIES:**

Assists in creating a therapeutic atmosphere conducive to the mental health of clients/residents.

In conjunction with the facilities department maintains a clean, comfortable and safe environment for clients.

Provides client care to meet the physical needs of the client/resident; also provides care relative to the emotional and psychosocial needs of clients.

Participates in the development of the client care plan and implement provisions of the client/resident care plans.

In conjunction with the therapy department and nursing department provides activities or simple food prep related to activities on the households as assigned.

Takes clients on community outings for recreational or educational purposes.

Observes client/resident and reports any change in client behavior/condition to Registered Nurse/designee immediately and respond to emergency and crisis situations.

Maintains the confidential nature of all client/resident and business information.

Attends staff meetings, attends in-service and outside agency training sessions if appropriate.

Completes and maintains necessary documentation according to applicable requirements, codes and policies.

In the CBRF assists with group interactions, assist with admissions, scheduling, other clerical duties as assigned and maintain a homelike environment.

In the CBRF creates a supportive environment with supervision and assistance to clients based on individual needs in order to achieve maximum independent function and resolve crisis, documenting fulfillment of crisis plans and client progress.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

All standard medical equipment, including, but not limited to: thermometer, blood pressure apparatus, stethoscope, enema equipment, mechanical lifts, gait belt etc.

**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

High school diploma or equivalent; certification as a Nursing Assistant from an approved training program, and current, valid registration with the Wisconsin CNA Registry.

**Licenses and Certifications:**

Valid State and Federal registration with the Wisconsin CNA Registry; or recently completed an approved CNA training program and Wisconsin state competency exam with ability to obtain valid registration within 90 days of employment.

Valid Wisconsin Driver's License.

**Knowledge, Skills and Abilities:**

Current knowledge of procedures and techniques in providing routine, non-professional nursing care to the geriatric elderly, developmentally disabled, mentally ill, AODA client or children and adolescents.

Knowledge of CPI, Restraining Techniques and Therapeutic Interventions.

Knowledge of principles of documentation.

Knowledge of basic principles of active treatment.

Knowledge of basic principles of behavior modification and appropriate application of behavior modification techniques.

Ability to recognize and address the physical, psychosocial, mental and emotional needs of the client.

Ability to carry out a nursing care plan and to follow oral and written instructions, as directed by the Registered Nurse.

Ability to organize, plan, lead and participate in activities.

Ability to deal with stress associated with threatening of unpredictable client behavior.

Ability to use all standard medical equipment (thermometer, blood pressure apparatus,

stethoscope, etc.) including proper use of mechanical lifts and gait belt.

Ability to establish and maintain effective therapeutic relationships with clients/residents and family members.

Ability to establish and maintain effective public and working relationships with other employees.

Ability to communicate in a positive and effective manner both orally and in writing.

Ability to understand and carry out policies and procedures governing client care.

Ability to work the required hours of the position.

Ability to provide basic ROM and ambulatory techniques with the clients/residents.

Ability to complete required training under DHS 83, DHS 34, and mental health crisis training as required for working in the crisis stabilization unit.

#### **PHYSICAL DEMANDS:**

Lifting 75 pounds maximum with the assistance of another person, with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Extended periods of standing, walking and sitting; occasional driving.

Using hand(s) for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching and grappling; occasional swimming.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 10/03/13


## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201-076-140-148-4302-8100	STATE GRANT & AID REVENUE TPA VENDOR	2,974,278
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201-076-140-148-7000-TPAVEND	PURCHASED SERVICES TPA VENDORS	2,974,278

2013  
 Narrative Justification: THIS IS FOR 2013. This will allow us to journal entry the Third Party Billing expenses and revenues which do not flow through our books.

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Hannon Sumner  
 Date: 12/23/13

  
 Signature of Executive  
 Date: 12/29/13

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Jeremy Kral, Executive Director

### - AGENDA -

Meeting of the Human Services Committee

**Wednesday, January 22, 2014**

**Location: Room 200-Northern Building**

**Time: 6:00pm**

1. Executive Director's Report.
2. Financial Report for Community Treatment Center and Community Programs.
3. Statistical Reports.
  - a) Monthly Inpatient Data – Community Treatment Center.
  - b) Monthly Inpatient Data – Bellin Psychiatric Center.
  - c) Child Protection – Child Abuse/Neglect Report.
  - d) Monthly Contract Update.
4. Request for New Vendor Contract.

Executive Director's Report to the Human Services Committee

January 22, 2014

Members of the Committee:

It is with great excitement that I am able to introduce two additions to our department's senior management team. Roberta Morschauser has begun her work in the role of Hospital and Nursing Home Administrator. Her background is in nursing and she brings with her great energy, ambition, and experience in nursing home supervision and administration. Nancy Fennema has joined us in the role of Director of Community Programs. Nancy is a social worker and counselor by training who has been working most recently with Catholic Charities. Some of you may be familiar with her from her former work as the Director of Aspiro, and Nancy also has served as Deputy Director and Interim Director with Rock County Human Services among other leadership roles. Nancy brings exceptional experience, dedication to client care, and management values among many other skills.

The Bay Haven Crisis Stabilization CBRF has now opened its doors. It is being used as intended to allow for stabilizing people with crisis mental health concerns who do not necessarily need the locked acute psychiatric care available in the Nicolet hospital. The hospital's director of nursing, Jed Berndt has prudently and pragmatically been scaling up the operations so that we maintain our ability to provide skillful care for consumers as we begin this new program. To date, our experience from the service provision and administration perspective has been very good. It is too early to have data on consumer response to the facility but anecdotally it seems to be going very well.

In the area of Long-Term Care, we continue to make preliminary preparations in anticipation of Family Care expansion. The recent report from Wisconsin DHS to the Joint Finance Committee presented a strongly favorable impression of long term care expansion. If the legislature and governor elect to proceed, Family Care expansion could occur in 2015 in Brown County. We expect that a decision will be made in the coming weeks. Senator Cowles has introduced for co-sponsorship a senate bill which would provide authorization for long-term care expansion as well.

Outpatient behavioral health has an exciting initiative underway. Ian Agar and his team are developing a consortium to deliver Comprehensive Community Services (CCS) programming. CCS provides for cost-based reimbursement for psycho-social rehabilitation services for people with mental illness or substance abuse needs. The most recent state budget created a pathway toward having this program paid for by state and federal dollars (removing local levy) if the participating counties created a regional model. Our partners at this stage are Manitowoc, Calumet, Winnebago, and Outagamie counties, giving us a large population base with which to seek efficiencies and economies of scale while strengthening overall service delivery in the region.

In the 2014 Brown County budget, the County Executive proposed and the County Board ratified a \$75,000 expenditure for Mental Health Initiatives. Human Services is working on a proposal which would use that funding to create a full-time position which would work in the alternative courts. The proposal is currently not complete, but will be soon. Brown County Drug Court is the most well-established of the treatment courts, with the Veteran's Treatment Court also being in operation currently. This department has also been in discussions with Judge Zuidmulder regarding establishing a mental health court and expanding our alternative courts model to Marinette County and others, replicating the institutional knowledge that Brown County has gained. Alternative court participants need not be housed in the jail as they may otherwise be, and are incentivized to engage in treatment and pro-social behaviors, which we believe is a more effective means of addressing the root cause. Alternative courts are by no means the "easy way" and those who do not meet the terms of participation have been removed from the programs and picked back up by the traditional criminal court system.

Respectfully Submitted By:

Jeremy Kral  
Executive Director

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: January 1, 2014

Subject: November 2013 financial results for Community Programs and Community Treatment Center

---

Financial results are reported year to date thru November 30, 2013.

Community Program revenues are showing a favorable budget variance of \$868K primarily due to cash receipts recorded for services rendered. CP continues to control expenses and is showing a favorable budget variance of \$2.2 million for all expenses. \$1.7M of this favorable variance is due to lower wage and fringe benefit costs due to open positions and budgeting wages at a higher rate than actual. The transfer out line item has a \$624K favorable variance due to lower costs transferred to the CTC for the CBRF construction project.

The Community Treatment Center is experiencing a total unfavorable budget variance of \$1.053M. Revenues are lower than budget primarily due lower client admissions for both Brown County and out of county clients in the hospital and an unfavorable client payer mix in the nursing home. Expenses at the CTC show a favorable variance of \$753.9K due to lower than budgeted wages and fringes for personnel changes due to a lower hospital census.



# Community Programs

Through 11/30/13  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD	YTD Budget	YTD Variance
<b>Fund 201 - CP</b>											
<b>REVENUE</b>											
Property taxes	16,024,172.00	.00	16,024,172.00	1,335,347.67	.00	14,688,824.37	1,335,347.63	92	15,939,096.25	14,688,824	(0)
Intergovernmental	65,071,363.00	395,496.00	65,466,859.00	6,280,020.88	.00	60,544,611.15	4,922,247.85	92	55,962,491.85	60,011,287	(533,324)
Charges for sales and services	1,877,965.00	.00	1,877,965.00	241,307.89	.00	1,868,494.76	9,470.24	99	1,890,653.48	1,721,468	(147,027)
Intergovernmental charges for services	8,272,174.00	.00	8,272,174.00	1,172,526.46	.00	7,768,644.71	503,529.29	94	7,617,542.72	7,582,826	(185,819)
Miscellaneous revenue	16,000.00	1,000.00	17,000.00	536.38	.00	8,151.29	8,848.71	48	36,950.11	15,583	7,432
Rent	36,000.00	.00	36,000.00	3,000.00	.00	33,000.00	3,000.00	92	36,000.00	33,000	-
Contributions	.00	.00	.00	3,900.00	.00	9,132.23	(9,132.23)	+++	21,900.23	-	(9,132)
Charges to county departments	.00	.00	.00	.00	.00	.00	.00	+++	.00	-	-
Transfer in	29,100.00	5,394.00	34,494.00	2,425.00	.00	32,068.89	2,425.11	93	36,959.34	31,620	(449)
<b>REVENUE TOTALS</b>	<b>\$91,326,774.00</b>	<b>\$401,890.00</b>	<b>\$91,728,664.00</b>	<b>\$9,039,064.28</b>	<b>\$0.00</b>	<b>\$84,952,927.40</b>	<b>\$6,775,736.60</b>	<b>93%</b>	<b>\$81,541,593.98</b>	<b>84,084,609</b>	<b>(868,319)</b>
<b>EXPENSE</b>											
Personnel services	14,600,771.00	149,162.00	14,749,933.00	1,081,291.26	.00	12,389,856.55	2,360,076.45	84	11,888,764.33	13,520,772	(1,130,915)
Fringe benefits and taxes	5,955,066.00	114,015.00	6,069,081.00	317,102.02	.00	4,974,085.43	1,094,995.57	82	5,012,765.06	5,563,324	(589,239)
Employee costs	34,907.00	.00	34,907.00	653.59	.00	14,331.42	20,575.58	41	6,697.64	31,998	(17,667)
Operations and maintenance	1,428,494.00	55,130.00	1,483,624.00	115,795.52	.00	1,217,485.42	261,822.54	82	1,177,376.33	1,359,989	(142,503)
Insurance costs	2,000.00	.00	2,000.00	.00	.00	1,000.00	1,000.00	50	2,000.00	1,833	(833)
Utilities	30,500.00	3,700.00	34,200.00	1,318.99	.00	25,299.38	8,900.62	74	15,058.50	31,350	(6,051)
Chargebacks	2,375,541.00	.00	2,375,541.00	178,962.27	.00	2,126,378.20	249,162.80	90	2,014,442.53	2,177,579	(51,201)
Purchased services	66,327,219.00	(15,246.00)	66,311,973.00	5,434,195.13	.00	61,522,323.83	4,770,713.17	93	57,161,090.95	60,785,975	736,349
Contracted services	879,600.00	64,723.00	944,323.00	76,733.10	89,704.24	541,771.94	312,846.82	67	476,118.61	865,629	(323,857)
Medical expenses	400.00	.00	400.00	.00	.00	.00	400.00	0	.00	367	(367)
Judiciary Costs	85,000.00	.00	85,000.00	4,620.33	.00	60,459.19	24,540.81	71	115,387.50	77,917	(17,457)
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00	-	-
Outlay	58,125.00	.00	58,125.00	.00	.00	16,531.50	41,593.50	28	41,743.00	53,281	(36,750)
Transfer out	1,405,042.00	250,737.00	1,655,779.00	13,294.41	.00	892,836.12	762,942.88	54	166,275.62	1,517,797	(624,961)
<b>EXPENSE TOTALS</b>	<b>\$93,182,665.00</b>	<b>\$622,221.00</b>	<b>\$93,804,886.00</b>	<b>\$7,223,966.62</b>	<b>\$112,956.28</b>	<b>\$83,782,358.98</b>	<b>\$9,909,570.74</b>	<b>89%</b>	<b>\$78,077,720.07</b>	<b>85,987,812</b>	<b>(2,205,453)</b>
<b>Fund 201 - CP Totals</b>											
<b>REVENUE TOTALS</b>	<b>91,326,774.00</b>	<b>401,890.00</b>	<b>91,728,664.00</b>	<b>9,039,064.28</b>	<b>.00</b>	<b>84,952,927.40</b>	<b>6,775,736.60</b>	<b>93</b>	<b>81,541,593.98</b>	<b>84,084,609</b>	<b>(868,319)</b>
<b>EXPENSE TOTALS</b>	<b>93,182,665.00</b>	<b>622,221.00</b>	<b>93,804,886.00</b>	<b>7,223,966.62</b>	<b>112,956.28</b>	<b>83,782,358.98</b>	<b>9,909,570.74</b>	<b>89</b>	<b>78,077,720.07</b>	<b>85,987,812</b>	<b>(2,205,453)</b>
<b>Fund 201 - CP Totals</b>	<b>(\$1,855,891.00)</b>	<b>(\$220,331.00)</b>	<b>(\$2,076,222.00)</b>	<b>\$1,815,097.66</b>	<b>(\$112,956.28)</b>	<b>\$1,170,568.42</b>	<b>(\$3,133,834.14)</b>		<b>\$3,463,873.91</b>	<b>(1,903,204)</b>	<b>(3,073,772)</b>





# CTC operating results

## Through 11/30/13

### Prior Fiscal Year Activity Included

#### Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD	YTD Budget	YTD Variance (Fav) Unfav
<b>Fund 630 - CTC</b>											
<b>REVENUE</b>											
Property taxes	3,236,508.00	.00	3,236,508.00	269,709.00	.00	2,966,799.00	269,709.00	92	2,692,247.25	2,966,799	-
Intergovernmental	558,700.00	.00	558,700.00	110,770.83	.00	613,020.83	(54,320.83)	110	582,967.00	512,142	(100,879)
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00	-	-
Charges for sales and services	6,921,830.00	.00	6,921,830.00	217,910.42	.00	3,893,367.97	3,028,462.03	56	4,923,242.75	6,345,011	2,451,643
Intergovernmental charges for services	2,726,370.00	.00	2,726,370.00	246,598.15	.00	2,841,868.68	(115,498.68)	104	3,480,033.84	2,499,173	(342,696)
Miscellaneous revenue	5,500.00	.00	5,500.00	66.00	.00	1,612.69	3,887.31	29	8,612.17	5,042	3,429
Rent	165,330.00	.00	165,330.00	13,333.00	.00	151,997.00	13,333.00	92	147,413.34	151,553	(445)
Contributions	3,300.00	.00	3,300.00	170.00	.00	1,175.00	2,125.00	36	1,630.00	3,025	1,850
Charges to county departments	363,700.00	.00	363,700.00	130,485.87	.00	537,808.96	(174,108.96)	148	323,732.81	333,392	(204,417)
Capital contributions	.00	15,246.00	15,246.00	.00	.00	15,246.00	.00	100	49,805.00	13,976	(1,271)
Transfer in	.00	230.00	230.00	.00	.00	230.00	.00	100	17,772.00	211	(19)
<b>REVENUE TOTALS</b>	<b>\$13,981,238.00</b>	<b>\$15,476.00</b>	<b>\$13,996,714.00</b>	<b>\$989,043.27</b>	<b>\$0.00</b>	<b>\$11,023,126.13</b>	<b>\$2,973,587.87</b>	<b>79%</b>	<b>\$12,227,456.16</b>	<b>12,830,321</b>	<b>1,807,195</b>
<b>EXPENSE</b>											
Cost of sales	6,700.00	.00	6,700.00	376.05	.00	4,571.87	2,128.13	68	4,884.82	6,142	(1,570)
Personnel services	7,297,010.00	230.00	7,297,240.00	683,816.68	.00	6,304,804.97	992,435.03	86	6,346,846.27	6,689,137	(384,332)
Fringe benefits and taxes	2,701,074.00	.00	2,701,074.00	202,558.33	.00	2,223,392.60	477,681.40	82	2,260,568.45	2,475,985	(252,592)
Employee costs	5,850.00	.00	5,850.00	360.00	.00	5,611.13	238.87	96	1,882.14	5,363	249
Operations and maintenance	571,569.00	.00	571,569.00	34,427.83	.00	494,348.83	77,220.17	86	430,546.87	523,938	(29,589)
Insurance costs	161,192.00	.00	161,192.00	13,204.00	.00	145,445.00	15,747.00	90	146,195.88	147,759	(2,314)
Utilities	7,000.00	.00	7,000.00	798.76	.00	8,214.75	(1,214.75)	117	8,138.93	6,417	1,798
Chargebacks	2,233,040.00	.00	2,233,040.00	180,075.06	.00	1,942,614.78	290,425.22	87	1,985,066.80	2,046,953	(104,339)
Contracted services	596,060.00	.00	596,060.00	48,992.40	.00	596,049.93	10.07	100	714,130.94	546,388	49,662
Medical expenses	332,750.00	.00	332,750.00	40,969.95	.00	291,219.14	41,530.86	88	269,359.05	305,021	(13,802)
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00	-	-
Debt retirement	180.00	.00	180.00	9.01	.00	157.28	22.72	87	352.69	165	(8)
Depreciation	735,660.00	.00	735,660.00	59,708.92	.00	657,641.92	78,018.08	89	564,606.59	674,355	(16,713)
Outlay	.00	.00	.00	.00	.00	(418.00)	418.00	+++	(693.75)	-	(418)
Transfer out	68,813.00	.00	68,813.00	5,083.53	.00	63,079.18	5,733.82	92	63,314.89	63,079	1
<b>EXPENSE TOTALS</b>	<b>\$14,716,898.00</b>	<b>\$230.00</b>	<b>\$14,717,128.00</b>	<b>\$1,270,380.52</b>	<b>\$0.00</b>	<b>\$12,736,733.38</b>	<b>\$1,980,394.62</b>	<b>87%</b>	<b>\$12,795,200.57</b>	<b>13,490,701</b>	<b>(753,967)</b>
<b>Fund 630 - CTC Totals</b>											
REVENUE TOTALS	13,981,238.00	15,476.00	13,996,714.00	989,043.27	.00	11,023,126.13	2,973,587.87	79	12,227,456.16	12,830,321	1,807,195
EXPENSE TOTALS	14,716,898.00	230.00	14,717,128.00	1,270,380.52	.00	12,736,733.38	1,980,394.62	87	12,795,200.57	13,490,701	(753,967)
<b>Fund 630 - CTC Totals</b>	<b>(\$735,660.00)</b>	<b>\$15,246.00</b>	<b>(\$720,414.00)</b>	<b>(\$281,337.25)</b>	<b>\$0.00</b>	<b>(\$1,713,607.25)</b>	<b>\$993,193.25</b>		<b>(\$567,744.41)</b>	<b>26,321,022</b>	<b>1,053,228</b>

6

# **Brown County Human Services**

Community Programs Fund balance forecast report

Special Revenue Fund: Funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects  
Fund balance is defined by Governmental Accounting, Auditing, and Financial Reporting as the difference between assets and liabilities reported in a governmental fund

	3300.100/200 Desig Subseq Yr Exp	3300.700 Desig Cap Proj	3300.400 Reserve for Prepaid	Total
Balance as of 1/1/2013	\$ 4,920,095	\$ 1,100,000	\$ 210,618	\$ 6,230,713
transfer	\$ 1,100,000	\$ (1,100,000)	\$ -	\$ -
	<u>\$ 6,020,095</u>	<u>\$ -</u>	<u>\$ 210,618</u>	<u>\$ 6,230,713</u>

\*Note: Fund balance does not represent cash on hand  
Cash is consumed by working capital requirements (i.e. Accounts Receivable)

Fund Balance Reserves Detail (rounded to nearest \$100K)	
HS Committee motion	\$ 115,000.00
Reserve for prepaid	\$ 210,618.00
Transfer to EMR	\$ 316,890.00
transfer for phase III EMR	\$ 53,630.00
Develop Interfaces for Phase III of EMR	\$ 441,711.00
CTC Renovation	\$ 500,000.00
Family Care Conversion	\$ 1,000,000
Post Family Care Reserve	\$ 1,300,000
LTC Unit - existing high cost clients	\$ 600,000
Adult Behavioral Health Unit-existing high cost clients	\$ 500,000
Agency wide high cost clients - Contingency	\$ 1,000,000
Total	<u>\$ 6,037,849.00</u>

**Brown County Human Services**  
Community Treatment Center Net Asset report

Enterprise Fund: Funds used to account for services provided on a total or partial cost recovery basis to parties outside the government  
Fund balance is defined by Governmental Accounting, Auditing, and Financial Reporting as the difference between assets and liabilities reported in a governmental fund

Balance as of 1/1/2013	Unrestricted	Invest in Capital	Total
	\$ 2,420,020	\$ 19,245,125	\$ 21,665,145
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
	\$ 2,420,020	\$ 19,245,125	\$ 21,665,145

\*Note: Net Assets do not represent cash on hand as the CTC produces negative cash-flow  
Cash is consumed by working capital requirements (i.e. Accounts Receivable and Inventory)

**BROWN COUNTY COMMUNITY TREATMENT CENTER  
DECEMBER STATISTICS 2013**

		Year to Date	Year to Date			Year to Date	Year to Date
ADMISSIONS		2013	2012	AVERAGE DAILY CENSUS	December	2013	2012
Voluntary - Mental Illness	3	224	79	Nicolet Psychiatric Center	10	13	16
Voluntary - Alcohol	0	0	30	<b>TOTAL</b>	10	13	16
Voluntary - AODA/Drug	0	0	6				
Police Protective Custody - Alcohol	0	0	336				
Commitment - Alcohol	0	0	2	<b>INPATIENT SERVICE DAYS</b>			
Commitment - Drug	0	0	0	Nicolet Psychiatric Center	307	4829	6009
Court-Ordered Evaluation	0	0	1	<b>TOTAL</b>	307	4829	6009
Emergency Commitment- Alcohol	0	0	0				
Emergency Detention - Drug	0	0	64				
Emergency Detention - Mental Illness	52	785	812	<b>BED OCCUPANCY</b>			
Court Order Prelim. - Mental Illness	0	5	6	Nicolet Psychiatric Center	62%	46%	44%
Court Order Prelim. - Alcohol	0	0	7	<b>TOTAL</b>	62%	46%	44%
Court Order for Final Hearing	0	3	4				
Commitment - Mental Illness	0	0	0				
Return from Conditional Release	6	74	148	<b>DISCHARGES</b>			
Court Order Prelim. - Drug	0	2	3	Nicolet Psychiatric Center	62	1087	1372
Other	0	1	0	<b>TOTAL</b>	62	1087	1372
<b>TOTAL</b>	61	1094	1498				

ADMISSIONS				DISCHARGE DAYS			
Nicolet Psychiatric Center	61	1094	1498	Nicolet Psychiatric Center	300	4821	6104
<b>TOTAL</b>	61	1094	1498	<b>TOTAL</b>	300	4821	6104

ADMISSIONS BY COUNTY			
Brown	39	718	952
Door	1	32	46
Kewaunee	2	29	44
Oconto	3	54	75
Marinette	2	38	64
Shawano	3	45	47
Waupaca	0	6	11
Menominee	1	17	15
Outagamie	1	29	43
Manitowoc	7	98	154
Winnebago	0	2	4
Other	2	26	43
TOTAL	61	1094	1498

AVERAGE LENGTH OF STAY			
Nicolet Psychiatric Center	5	4	4
TOTAL	5	4	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	5	4	4
Door	4	4	5
Kewaunee	9	5	5
Oconto	3	4	6
Marinette	3	4	5
Shawano	7	4	3
Waupaca	0	3	5

<b>NEW ADMISSIONS</b>					Outagamie	0	4	2
Nicolet Psychiatric Center	34	507	612		Manitowoc	5	6	5
<b>TOTAL</b>	34	507	612		Winnebago	0	8	1
					Other	2	4	3
					<b>TOTAL</b>	5	4	4

<b>READMIT WITHIN 30 DAYS</b>							
Nicolet Psychiatric Center	2	117	253	<b>In/Outs</b>	<b>Current</b>	<b>YTD</b>	<b>2012</b>
<b>TOTAL</b>	2	117	253		2	27	114

10a

**BELLIN PSYCHIATRIC CENTER  
INVOLUNTARY AND VOLUNTARY CHILD/ADOLESCENT ADMISSIONS  
MONTH ENDING: DECEMBER 2013**

<b>VOLUNTARY ADMISSIONS</b>	<b>9</b>
<b>INVOLUNTARY ADMISSIONS</b>	<b>14</b>

<b>VOLUNTARY INPATIENT DAYS</b>	<b>33</b>
<b>INVOLUNTARY INPATIENT DAYS</b>	<b>57</b>

<b>VOLUNTARY AVG. LENGTH OF STAY</b>	<b>3.67</b>
<b>INVOLUNTARY AV. LENGTH OF STAY</b>	<b>4.09</b>

**Report of Child Abuse/Neglect by Month**

Month	2012	2013	% Increase
January	391	422	7.9%
February	409	333	-18.58%
March	408	396	-2.94%
April	427	476	11.5%
May	525	477	-9.14%
June	320	322	.6%
July	309	296	-4.2%
August	344	315	-8.43%
September	420	425	1.19%
October	462	446	-3.46%
November	385	400	3.89%
December	283		

**Reports Investigated by Month**

Month	2012	2013	% Increase
January	125	133	6.4%
February	123	115	-6.5%
March	146	127	-13.01%
April	156	162	3.8%
May	187	143	-2.35%
June	125	127	1.5%
July	119	112	-5.8%
August	144	109	-24.3%
September	162	147	-9.26%
October	151	144	-4.64%
November	139	154	10.79%
December	95		

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
ADAMS AFH	12/5/13	12/18/13	\$102,481	\$102,481
ADAMS, R AFH	12/5/13		\$13,239	\$13,239
ADULT CARE LIVING OF NE WI	1/9/14		\$205,640	\$205,640
ADRC	12/23/13	1/9/14	\$72,000	\$72,000
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/19/13	1/6/14	\$50,000	\$50,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	12/19/13	1/6/14	\$180,000	\$180,000
ANDERSON RECEIVING HOME	12/5/13	12/11/13	\$13,140	\$13,140
ANGELS ON ARCADIAN	12/19/13	1/6/14	\$1,531,200	\$1,531,200
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/19/13		\$445,641	\$445,641
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/19/13		\$60,000	\$60,000
ARNOLD, REBECCA	12/5/13		\$25,000	\$25,000
ARTISAN ASSISTED LIVING	1/13/14		\$480,566	\$480,566
ARTS AFH	12/5/13	12/18/13	\$30,132	\$30,132
ASPIRO INC	1/13/14		\$2,914,504	\$2,914,504
BELLIN PSYCHIATRIC CENTER				\$0
BERGER AFH	12/5/13		\$57,120	\$57,120
BETHESDA				\$0
BIRCH CREEK	12/19/13	1/13/14	\$1,235,182	\$1,235,182
BISHOPS COURT	12/19/13	1/13/14	\$1,304,662	\$1,304,662
BOLL ADULT CARE CONCEPTS				\$0
BOURASSA AFH	1/15/14		\$18,720	\$18,720
BORNEMANN NURSING HOME	12/23/13	1/8/14	\$227,995	\$227,995
BROTOLOC HEALTH CARE SYSTEMS	1/13/14		\$770,714	\$770,714
BRUNETTE AFH	12/5/13	12/16/13	\$52,152	\$52,152
BRUSS SUPPORTIVE COMMUNITY LIVING	1/15/14		\$273,214	\$273,214
BUSSE AFH	12/5/13	12/18/13	\$66,444	\$66,444
CAPELLE AFH	12/5/13	12/11/13	\$56,532	\$56,532
CARE FOR ALL AGES	1/13/14		\$116,374	\$116,374
CARRINGTON MANOR ASSISTED LIVING	1/13/14		\$92,628	\$92,628
CATHOLIC CHARITIES	1/9/14		\$171,606	\$171,606
CENTERPIECE LLC	12/18/13	1/6/14	\$150,000	\$150,000
CENTURY RIDGE OF GREEN BAY, INC.	1/9/14		\$387,932	\$387,932
CEREBRAL PALSY INC.	1/13/14		\$1,447,826	\$1,447,826
CHILDRENS SERVICE SOCIETY	12/19/13		\$25,000	\$25,000
CHRISTENSEN AFH	12/5/13	12/16/13	\$74,357	\$74,357
CLARITY CARE INC	1/15/14		\$1,729,984	\$1,729,984
CLEARVIEW BRAIN INJURY CENTER				\$0
COMFORT KEEPERS INC	12/19/13		\$734,494	\$734,494
COMPASS DEVELOPMENT	1/13/14		\$1,195,886	\$1,195,886
COMPASS DEVELOPMENT SHC INC	1/13/14		\$500,000	\$500,000
CONLEY AFH	12/5/13	12/19/13	\$36,645	\$36,645
CONNECTIONS LLC				\$0
CROSSING THE BRIDGES				\$0
CURO CARE LLC	1/9/14		\$301,578	\$301,578
DARNELL RECEIVING HOME	12/5/13		\$19,710	\$19,710
DEATHERAGE-VELEKE AFH	12/23/13	1/6/14	\$20,759	\$20,759
DEBAERE AFH	12/5/13	12/16/13	\$69,240	\$69,240
DEER PATH ASSISTED LIVING INC				\$0
DORN AFH	12/5/13		\$22,008	\$22,008
DUNGARVIN WISCONSIN LLC	12/23/13		\$686,931	\$686,931
DYNAMIC FAMILY SOLUTIONS				\$0
EAST SHORE INDUSTRIES	12/12/13	12/16/13	\$46,594	\$46,594

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
ELSNER AFH	12/18/13		\$14,348	\$14,348
ENCOMPASS CHILD CARE	12/23/13		\$70,164	\$70,164
ENGBERG AFH	12/5/13	1/9/14	\$39,216	\$39,216
ETHAN HOUSE	12/20/13		\$150,000	\$150,000
FAMILY SERVICE OF NORTHEAST WI, INC.	1/9/14		\$2,146,746	\$2,146,746
FAMILY TRAINING PROGRAM	1/9/14		\$175,000	\$175,000
FENLON AFH	12/5/13	12/11/13	\$44,433	\$44,433
G & I OCHS INC.				\$0
GAUGER AFH	12/5/13	1/6/14	\$32,844	\$32,844
GOLDEN HOUSE	12/12/13	12/30/13	\$63,086	\$63,086
GOLTZ J. AFH	12/5/13	12/18/13	\$24,360	\$24,360
GONZALEZ AFH	12/5/13		\$79,062	\$79,062
GOODWILL INDUSTRIES				\$0
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	12/12/13		\$20,000	\$20,000
GRACYALNY, SUE				\$0
GREEN BAY TRANSIT COMMISSION	12/12/13		\$400,000	\$400,000
GRONSETH AFH	12/5/13	12/30/13	\$44,736	\$44,736
HARMONY LIVING CENTERS LLC	12/23/13	1/6/14	\$196,838	\$196,838
HEAD AFH	12/19/13	1/8/14	\$87,826	\$87,826
HELPING HANDS CAREGIVERS				\$0
HIETPAS AFH	12/5/13	12/11/13	\$24,992	\$24,992
HOEFT AFH	12/18/13		\$24,523	\$24,523
HOME INSTEAD SENIOR CARE	12/19/13	1/8/14	\$200,000	\$200,000
HOMES FOR INDEPENDENT LIVING				\$0
IMPROVED LIVING SERVICES	1/13/14		\$309,856	\$309,856
INFINITY CARE INC	12/23/13	1/6/14	\$380,128	\$380,128
INNOVATIVE COUNSELING(AUTISM)	12/12/13		\$72,700	\$72,700
INNOVATIVE SERVICES	12/20/13	12/30/13	\$14,001,200	\$14,001,200
INTERIM HEALTHCARE STAFFING	12/19/13		\$25,000	\$25,000
J & DEE INC.				\$0
JASMER AFH	12/5/13	12/16/13	\$13,608	\$13,608
KAKUK AFH	12/5/13	1/6/14	\$32,292	\$32,292
KCC FISCAL AGENT SERVICES	12/23/13		\$4,200,000	\$4,200,000
KCC SERVICES INC	12/23/13		\$2,000	\$2,000
KINDRED HEARTS	12/19/13		\$890,100	\$890,100
KLAPPER AFH	12/5/13	12/16/13	\$24,648	\$24,648
KLARKOWSKI AFH	12/5/13		\$43,260	\$43,260
KLECZKA-VOGEL AFH	12/5/13	12/30/13	\$77,376	\$77,376
KLEIN, DR. (AUTISM)	12/12/13	12/18/13	\$116,000	\$116,000
KUSKE AFH	12/5/13	12/16/13	\$25,692	\$25,692
LAD LAKE	12/20/13	1/6/14	\$34,500	\$34,500
LAKEWOOD ASSISTED LIVING	12/19/13		\$64,000	\$64,000
LAMERS BUS LINES, INC.	12/23/13		\$750,000	\$750,000
LAURENT AFH	12/5/13	1/6/14	\$50,352	\$50,352
LISKA, JOANN	1/9/14		\$10,012	\$10,012
LUND VAN DYKE INC	12/12/13	12/19/13	\$210,000	\$210,000
LUTHERAN SOCIAL SERVICES	1/13/14		\$667,020	\$667,020
LUTHERAN SOCIAL SERVICES-HOMME	12/20/13		\$48,000	\$48,000
MACHT VILLAGE PROGRAMS INC	12/20/13		\$1,000,000	\$1,000,000
MALONE AFH	12/5/13	12/11/13	\$26,544	\$26,544
MARLA VIST MANOR ASSISTED LIVING	1/9/14		\$129,404	\$129,404
MARTIN AFH	12/5/13	12/11/13	\$19,509	\$19,509



Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
MATTHEWS SENIOR LIVING	1/9/14		\$202,380	\$202,380
MCCORMICK MEMORIAL HOME	12/23/13	12/30/13	\$198,484	\$198,484
MELOHN AFH	12/5/13	1/13/14	\$39,480	\$39,480
MILQUETTE AFH	12/5/13	12/11/13	\$22,344	\$22,344
MOMMAERTS RECEIVING HOME	12/5/13	12/19/13	\$19,710	\$19,710
MORAIN RIDGE LLC				\$0
MYSTIC ACRES LLC	12/30/13		\$70,812	\$70,812
MYSTIC CREEK LLC	12/30/13		\$147,525	\$147,525
MYSTIC MEADOWS LLC	12/30/13		\$139,057	\$139,057
NEMETZ AFH	12/5/13	12/11/13	\$71,744	\$71,744
NEW COMMUNITY SHELTER INC	12/11/13	12/30/13	\$40,000	\$40,000
NEW CURATIVE REHABILITATION	1/13/14		\$926,224	\$926,224
NEW VISIONS TREATMENT HOMES OF WI, INC	12/19/13	1/6/14	\$42,000	\$42,000
NEW VIEW INDUSTRIES	12/12/13		\$43,240	\$43,240
NORTHWEST PASSAGE	12/19/13		\$67,500	\$67,500
ODD FELLOW REBEKAH HAVEN	12/19/13	12/30/13	\$140,000	\$140,000
OPTIONS LAB INC	12/20/13	1/6/14	\$43,240	\$43,240
OPTIONS TREATMENT PROGRAM	1/9/14		\$100,000	\$100,000
ORLICH AFH	12/5/13	1/6/14	\$95,854	\$95,854
OSTAPYUK AFH	12/18/13	1/13/14	\$46,320	\$46,320
PANTZLAFF AFH	12/5/13	1/6/14	\$24,840	\$24,840
PARAGON INDUSTRIES				\$0
PARENT TEAM	12/20/13	12/30/13	\$95,000	\$95,000
PARMENTIER AFH	12/5/13	12/11/13	\$94,067	\$94,067
PATIENT PINES	12/23/13	1/6/14	\$284,000	\$284,000
PHOENIX BEHAVIORAL HEALTH SERVICES				\$0
PNUMA HEALTH CARE	12/30/13		\$293,614	\$293,614
PRODUCTIVE LIVING SYSTEMS	1/9/14		\$768,452	\$768,452
REHAB RESOURCES	1/13/14		\$85,600	\$85,600
REM-WISCONSIN II, INC.				\$0
RENNES ASSISTED LIVING CORP	12/30/13	1/6/14	\$75,000	\$75,000
RES-CARE WISCONSIN	12/19/13		\$19,344	\$19,344
ST. VINCENT HOSPITAL				\$0
SALDANA AFH	1/15/14		\$39,600	\$39,600
SCHAUMBURG, LAURIE	12/12/13	12/20/13	\$25,000	\$25,000
SCHULTZ AFH	12/5/13	12/11/13	\$107,772	\$107,772
SELTZER AFH	12/5/13	12/11/13	\$23,964	\$23,964
SKORCZEWSKI AFH	12/5/13	12/11/13	\$18,660	\$18,660
SLAGHT AFH	12/5/13	12/18/13	\$48,452	\$48,452
SMET AFH	12/5/13		\$54,257	\$54,257
SOUTHERN HOME CARE SERVICES	12/19/13		\$35,580	\$35,580
STARR/DINGER AFH	12/5/13	1/6/14	\$23,700	\$23,700
STEVENS AFH	12/5/13	1/6/14	\$19,509	\$19,509
TALBOT AFH	12/18/13	1/7/14	\$23,838	\$23,838
TANZI AFH	12/5/13	12/11/13	\$85,330	\$85,330
TIPLER AFH	12/5/13	12/11/13	\$65,406	\$65,406
TREMPEALEAU	12/30/13	1/13/14	\$896,522	\$896,522
VALLEY PACKAGING INC.	12/18/13	1/6/14	\$10,386	\$10,386
VANLANEN RECEIVING HOME	12/5/13	1/8/14	\$19,710	\$19,710
VERBONCOUER AFH	12/30/13	1/8/14	\$32,166	\$32,166
VILLA HOPE				\$0
WARREN, JOHN MD				\$0

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
WAUSAUKEE ENTERPRISES	12/23/13	1/8/14	\$18,586	\$18,586
WILLOWCREEK AFH				\$0
WISCONSIN EARLY AUTISM PROJECT	12/12/13	12/20/13	\$360,000	\$360,000
ZAMBON AFH	12/5/13	12/11/13	\$22,932	\$22,932
ZIELKE, JON AFH	12/5/13	1/6/14	\$32,802	\$32,802
ZIESMER AFH	12/5/13	12/11/13	\$79,716	\$79,716
TOTAL			\$51,316,924	\$51,316,924
2013 Contracts Sent: 141				
2013 Contracts Returned: 77				

Brown County Human Services

TO: Human Services Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: January 13, 2014

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Cerebral Palsy of Mideast Wi	Respite	4800	1-9-13	



# ADRC SUMMARY REPORT

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
<b>Fund 900 - ADRC</b>							
	<b>Department 093 - ADRC</b>						
	<b>REVENUE</b>						
4100	General Property Taxes	852,827.00	.00	852,827.00	.00	100	890,150.00
<b>4301</b>	<b>Federal Grant</b>						
4301.OPC	Federal Grant Options Counseling	.00	.00	.00	.00	+++	13,276.00
4301.IIIB	Federal Grant Title IIIB	169,377.00	14,113.00	134,089.00	35,288.00	79	151,707.00
4301.IIID	Federal Grant Title III-D	12,032.00	1,002.00	9,525.00	2,507.00	79	10,896.00
4301.IIIE	Federal Grant Title III-E	84,151.00	7,012.00	66,619.00	17,532.00	79	73,785.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	3,189.00	83,352.00	(4,273.00)	105	59,345.00
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	5,800.00	(2,000.00)	153	3,800.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	65,001.00	5,049.00	51,635.00	13,366.00	79	50,707.00
4301.IIIC1	Federal Grant Title III-C-1	376,396.00	31,366.00	297,980.00	78,416.00	79	293,020.00
4301.IIIC2	Federal Grant Title III-C-2	129,731.00	10,811.00	102,704.00	27,027.00	79	124,536.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	.00	.00	.00	.00	+++	14,937.00
4301.ADRDMA	Federal Grant ADRC - MA	797,477.00	67,012.00	698,867.00	98,610.00	88	602,895.00
	<b>4301 - Federal Grant Totals</b>	<b>\$1,717,044.00</b>	<b>\$139,554.00</b>	<b>\$1,450,571.00</b>	<b>\$266,473.00</b>	<b>84%</b>	<b>\$1,398,904.00</b>
<b>4302</b>	<b>State Grant</b>						
4302	State Grant	.00	.00	.00	.00	+++	1,489.32
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	2,787.00	26,472.00	6,966.00	79	33,438.00
4302.MED	State Grant Medicare Part D	13,112.00	.00	13,112.00	.00	100	13,112.00
4302.SCS	State Grant Senior Community Services	12,709.00	1,059.00	10,061.00	2,648.00	79	11,650.00
4302.ADRG	State Grant ADRC Grant	1,377,498.00	106,573.00	1,122,709.00	254,789.00	82	1,216,814.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	+++	12,439.00
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	7,049.00	66,967.00	17,623.00	79	77,541.00
4302.TRANS	State Grant Transportation s.85.21	476,570.00	.00	509,466.00	(32,896.00)	107	476,570.00
4302.COPHDM	State Grant Home Delivered Meals	63,468.00	4,483.62	49,042.80	14,425.20	77	49,609.38
	<b>4302 - State Grant Totals</b>	<b>\$2,061,385.00</b>	<b>\$121,951.62</b>	<b>\$1,797,829.80</b>	<b>\$263,555.20</b>	<b>87%</b>	<b>\$1,892,662.70</b>
4309	Other Grant Revenue	.00	900.00	900.00	(900.00)	+++	.00
<b>4600</b>	<b>Charges and Fees</b>						
4600.100	Charges and Fees Caregiver Classes	.00	200.00	210.00	(210.00)	+++	.00
4600.200	Charges and Fees Senior Classes	18,000.00	.00	1,129.00	16,871.00	6	4,945.35
4600.210	Charges and Fees Day Trips	.00	1.00	15,140.00	(15,140.00)	+++	9,954.00
4600.230	Charges and Fees Exercise Room	.00	22.00	187.00	(187.00)	+++	180.11

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
4600.250	Charges and Fees Newsletter	2,800.00	100.00	2,385.00	415.00	85	2,620.00
4600.500	Charges and Fees Prevention	.00	395.00	2,942.75	(2,942.75)	+++	2,965.99
4600.600	Charges and Fees Driver Escort	3,000.00	58.00	1,307.00	1,693.00	44	937.00
4600.610	Charges and Fees In-home Worker	.00	48.00	575.00	(575.00)	+++	605.00
4600.700	Charges and Fees Community Service	5,000.00	40.00	5,890.00	(890.00)	118	12,147.50
	<b>4600 - Charges and Fees Totals</b>	\$28,800.00	\$864.00	\$29,765.75	(\$965.75)	103	\$34,354.95
<b>4601</b>	<b>Sales</b>						
4601	Sales	.00	.00	460.00	(460.00)	+++	355.00
4601.300	Sales Vending	.00	57.03	638.33	(638.33)	+++	892.51
4601.500	Sales Serood's	.00	31.50	475.90	(475.90)	+++	202.50
4601.800	Sales Raffle	.00	.00	57.00	(57.00)	+++	12.00
	<b>4601 - Sales Totals</b>	\$0.00	\$88.53	\$1,631.23	(\$1,631.23)	+++	\$1,462.01
<b>4900</b>	<b>Miscellaneous</b>						
4900	Miscellaneous	4,500.00	422.32	971.61	3,528.39	22	76.23
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	152.55	1,286.35	3,213.65	29	705.70
4900.200	Miscellaneous Copy Machine	.00	.00	32.06	(32.06)	+++	6.50
4900.300	Miscellaneous Parking Revenue	.00	22.50	165.00	(165.00)	+++	135.00
4900.400	Miscellaneous Obligated	.00	418.55	2,418.55	(418.55)	+++	340.00
	<b>4900 - Miscellaneous Totals</b>	\$9,000.00	\$1,015.92	\$4,873.57	\$6,126.43	32%	\$1,263.43
<b>4901</b>	<b>Donations</b>						
4901.100	Donations General	.00	200.00	5,847.55	(5,847.55)	+++	1,897.00
4901.110	Donations Memorial/Restricted	40,000.00	200.00	1,875.00	36,125.00	10	5,595.00
4901.200	Donations Coffee	.00	33.88	434.64	(434.64)	+++	693.67
4901.300	Donations Housing Units	11,660.00	1,840.80	6,470.83	5,189.17	55	6,402.17
4901.310	Donations Participants-Congregate Meals	102,913.00	5,185.76	46,955.40	55,957.60	46	27,687.35
4901.330	Donations Building	2,000.00	122.00	1,884.01	115.99	94	2,149.30
4901.410	Donations Medical Equipment	.00	30.00	415.00	(415.00)	+++	1,682.88
4901.520	Donations Home Delivered Meals	175,231.00	13,278.00	139,799.10	35,431.90	80	171,765.89
	<b>4901 - Donations Totals</b>	\$331,804.00	\$20,890.44	\$203,681.53	\$126,122.47	62%	\$217,873.26
<b>4903</b>	<b>In-kind Services</b>						
4903.IIIB	In-kind Services In-kind Services III-B	.00	18,477.49	61,260.57	(61,260.57)	+++	44,761.43
4903.IIIC1	In-kind Services III-C-1 Cong	.00	15,005.00	46,846.88	(46,846.88)	+++	54,698.28
4903.IIIC2	In-kind Services III-C-2	.00	32,408.05	97,221.17	(97,221.17)	+++	70,351.61
4903.IIIEC	In-kind Services III-E-Chore	.00	3,171.65	10,639.42	(10,639.42)	+++	6,717.81
4903.IIIEH	In-kind Services III-E Homemaker	.00	7,738.83	25,960.17	(25,960.17)	+++	16,391.41
4903.IIIEP	In-kind Services III-E Personal Care	.00	1,776.12	5,958.07	(5,958.07)	+++	3,761.96
	<b>4903 - In-kind Services Totals</b>	\$0.00	\$78,577.14	\$247,886.28	(\$247,886.28)	+++	\$196,682.50
4905	Interest	2,800.00	62.15	561.89	2,238.11	20	1,341.88

2

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
	REVENUE TOTALS	\$5,003,660.00	\$363,903.80	\$4,590,528.05	\$413,131.95	92%	\$4,634,694.73
	EXPENSE						
5100	Regular Earnings	2,054,471.00	132,492.14	1,254,993.44	799,477.56	61	1,202,241.72
<b>5102</b>	<b>Paid Leave Earnings</b>						
5102	Paid Leave Earnings	.00	19,945.65	146,899.09	(146,899.09)	+++	160,901.87
5102.100	Paid Leave Earnings Reimbursement	.00	.00	(26.20)	26.20	+++	(3,484.51)
	<b>5102 - Paid Leave Earnings Totals</b>	\$0.00	\$19,945.65	\$146,872.89	(\$146,872.89)	+++	\$157,417.36
5103	Premium	.00	.00	.00	.00	+++	672.01
<b>5110</b>	<b>Fringe Benefits</b>						
5110	Fringe Benefits	6,129.00	.00	.00	6,129.00	0	.00
5110.100	Fringe Benefits FICA	151,281.00	10,672.53	98,472.28	52,808.72	65	95,284.83
5110.110	Fringe Benefits Unemployment Compensation	15,805.00	184.11	11,088.41	4,716.59	70	11,696.42
5110.200	Fringe Benefits Health Insurance	505,621.00	35,207.08	313,175.33	192,445.67	62	316,606.40
5110.210	Fringe Benefits Dental Insurance	41,789.00	2,850.66	25,888.88	15,900.12	62	25,505.21
5110.220	Fringe Benefits Life Insurance	1,953.00	54.39	459.38	1,493.62	24	520.16
5110.230	Fringe Benefits LT disability insurance	6,990.00	588.09	5,178.43	1,811.57	74	4,874.07
5110.235	Fringe Benefits ST disability	2,390.00	.00	.00	2,390.00	0	.00
5110.240	Fringe Benefits Workers	4,372.00	.00	.00	4,372.00	0	.00
5110.300	Fringe Benefits Retirement	160,285.00	11,442.10	104,807.28	55,477.72	65	96,336.13
	<b>5110 - Fringe Benefits Totals</b>	\$896,615.00	\$60,998.96	\$559,069.99	\$337,545.01	62%	\$550,823.22
<b>5300</b>	<b>Supplies</b>						
5300	Supplies	.00	.00	578.95	(578.95)	+++	6,148.54
5300.001	Supplies Office	16,000.00	641.16	5,405.44	10,594.56	34	9,194.73
5300.002	Supplies Kitchen	25,500.00	2,325.95	19,618.78	5,881.22	77	19,567.77
5300.004	Supplies Postage	19,380.00	.00	7,361.42	12,018.58	38	13,404.39
5300.100	Supplies Caregiver	3,500.00	.00	.00	3,500.00	0	.00
5300.200	Supplies Program Operations	15,000.00	954.69	5,147.85	9,852.15	34	6,357.43
5300.400	Supplies Equipment	.00	338.26	1,129.27	(1,129.27)	+++	24.98
5300.410	Supplies Medical Equipment	3,200.00	779.24	2,939.76	260.24	92	3,591.10
5300.500	Supplies Seroogys	.00	.00	252.00	(252.00)	+++	288.00
5300.510	Supplies Prevention	2,800.00	10.00	2,217.22	582.78	79	147.66
5300.600	Supplies Obligated	.00	418.55	2,600.58	(2,600.58)	+++	2,436.95
	<b>5300 - Supplies Totals</b>	\$85,380.00	\$5,467.85	\$47,251.27	\$38,128.73	55%	\$61,161.55
5304	Printing	4,000.00	.00	2,912.82	1,087.18	73	3,265.00
5305	Dues and Memberships	2,800.00	590.00	1,205.00	1,595.00	43	975.00
<b>5306</b>	<b>Maintenance Agreement</b>						

*[Handwritten Signature]*

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5306	Maintenance Agreement	.00	.00	990.00	(990.00)	+++	4,168.58
5306.100	Maintenance Agreement Software	27,230.00	327.75	18,207.19	9,022.81	67	16,038.64
	<b>5306 - Maintenance Agreement Totals</b>	\$27,230.00	\$327.75	\$19,197.19	\$8,032.81	71%	\$20,207.22
<b>5307</b>	<b>Repairs and Maintenance</b>						
5307.300	Repairs and Maintenance Buildings	18,237.00	2,853.65	14,662.62	3,574.38	80	21,004.73
5307.301	Repairs and Maintenance Atrium	1,763.00	651.72	1,918.11	(155.11)	109	1,366.98
5307.400	Repairs and Maintenance Equipment	11,490.00	859.97	6,167.08	5,322.92	54	1,003.61
5307.900	Repairs and Maintenance Board Approved	.00	.00	215.00	(215.00)	+++	9,048.84
	<b>5307 - Repairs and Maintenance Totals</b>	\$31,490.00	\$4,365.34	\$22,962.81	\$8,527.19	73%	\$32,424.16
5311	Marketing	2,000.00	624.56	2,633.35	(633.35)	132	1,232.45
5313	Recruitment	2,000.00	.00	10.00	1,990.00	0	702.35
5314	Background Check	750.00	130.00	515.00	235.00	69	160.00
5320	Rental	12,398.00	825.00	9,297.00	3,101.00	75	8,034.00
5330	Books, Periodicals, subscriptions	3,000.00	.00	585.15	2,414.85	20	1,311.34
5331	Newsletter	1,500.00	.00	.00	1,500.00	0	10.00
5340	Travel	8,800.00	808.81	5,459.72	3,340.28	62	5,497.06
<b>5341</b>	<b>Training</b>						
5341	Training	12,200.00	1,721.36	8,536.69	3,663.31	70	4,816.84
5341.100	Training Caregiver	.00	.00	.00	.00	+++	30.00
	<b>5341 - Training Totals</b>	\$12,200.00	\$1,721.36	\$8,536.69	\$3,663.31	70%	\$4,846.84
5342	Conference	.00	.00	800.00	(800.00)	+++	65.00
<b>5366</b>	<b>Volunteer Expense</b>						
5366	Volunteer Expense	2,000.00	74.23	443.37	1,556.63	22	1,196.07
5366.110	Volunteer Expense Mileage	35,034.00	1,868.25	19,099.07	15,934.93	55	22,134.65
	<b>5366 - Volunteer Expense Totals</b>	\$37,034.00	\$1,942.48	\$19,542.44	\$17,491.56	53%	\$23,330.72
5367	Wellness	.00	124.50	384.00	(384.00)	+++	305.00
<b>5368</b>	<b>Support Group</b>						
5368.100	Support Group Caregiver	.00	.00	10.00	(10.00)	+++	.00
	<b>5368 - Support Group Totals</b>	\$0.00	\$0.00	\$10.00	(\$10.00)	+++	\$0.00
<b>5369</b>	<b>Community Service</b>						
5369.300	Community Service Incentive	1,200.00	.00	1,037.00	163.00	86	1,200.00
	<b>5369 - Community Service Totals</b>	\$1,200.00	\$0.00	\$1,037.00	\$163.00	86%	\$1,200.00
<b>5390</b>	<b>Miscellaneous</b>						
5390	Miscellaneous	2,550.00	.00	790.85	1,759.15	31	800.00
5390.100	Miscellaneous Soda	4,500.00	211.60	1,002.80	3,497.20	22	995.00

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5390.200	Miscellaneous Coffee	.00	295.72	2,227.59	(2,227.59)	+++	2,367.16
5390.300	Miscellaneous Vending	.00	57.86	565.62	(565.62)	+++	385.56
5392	Service Fees	\$7,050.00	\$565.18	\$4,586.86	\$2,463.14	65%	\$4,547.72
5395	<b>Equipment - nonoutlay</b>	4,500.00	137.13	1,812.52	2,687.48	40	3,109.88
5395.410	Equipment - nonoutlay Medical	7,500.00	.00	.00	7,500.00	0	622.51
5395.420	Equipment - nonoutlay Technology	.00	.00	.00	.00	+++	(229.90)
5395.900	Equipment - nonoutlay Board Approved	7,950.00	292.00	12,078.00	(4,128.00)	152	3,348.58
	<b>5395 - Equipment - nonoutlay Totals</b>	43,000.00	.00	27,595.34	15,404.66	64	9,613.10
5410	<b>Insurance</b>	\$58,450.00	\$292.00	\$39,673.34	\$18,776.66	68%	\$13,354.29
5410.105	Insurance Volunteer	2,600.00	.00	2,277.75	322.25	88	2,085.30
5410.110	Insurance 331 S Adams	1,303.00	.00	1,213.00	90.00	93	1,288.00
5410.115	Insurance 403 (B) Liability	.00	.00	166.67	(166.67)	+++	166.67
5500	Utilities	\$3,903.00	\$0.00	\$3,657.42	\$245.58	94%	\$3,539.97
5505	Telephone	24,000.00	1,970.43	19,590.56	4,409.44	82	19,340.01
5600	Indirect Cost	2,500.00	244.07	1,169.19	1,330.81	47	1,985.77
5601	<b>County Services</b>	89,117.00	.00	89,119.00	(2.00)	100	95,828.00
5601.100	County Services Information Services	170,610.00	.00	170,606.00	4.00	100	134,866.00
5601.200	County Services Insurance	8,742.00	.00	13,116.00	(4,374.00)	150	11,534.00
5601.400	County Services Copy Center	2,200.00	.00	.00	2,200.00	0	.00
5601.500	County Services Facilities	15,000.00	.00	17,200.00	(2,200.00)	115	17,150.00
	<b>5601 - County Services Totals</b>	\$196,552.00	\$0.00	\$200,922.00	(\$4,370.00)	102 %	\$163,550.00
5700	<b>Contracted Services</b>	.00	480.00	2,493.00	(2,493.00)	+++	4,461.60
5700.080	Contracted Services Temp Agencies	30,489.00	2,541.00	22,869.00	7,620.00	75	22,095.00
5700.100	Contracted Services Curative Site Manager	38,819.00	.00	16,689.48	22,129.52	43	16,771.25
5700.110	Contracted Services DePere Site Manager	7,500.00	.00	3,150.00	4,350.00	42	5,571.00
5700.200	Contracted Services Senior Aide	.00	510.00	11,119.50	(11,119.50)	+++	5,636.13
5700.210	Contracted Services Day Trips	7,000.00	426.78	2,544.87	4,455.13	36	2,017.59
5700.300	Contracted Services Veterans Programming	.00	.00	.00	.00	+++	1,957.73
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	+++	1,582.19
5700.500	Contracted Services Falls Prevention	359,883.00	29,990.00	269,910.00	89,973.00	75	273,330.00
5700.600	Contracted Services Older Americans Program	.00	.00	.00	.00	+++	3,110.84
5700.700	Contracted Services Options Counseling						
5701	<b>5700 - Contracted Services Totals</b>	\$443,691.00	\$33,947.78	\$328,775.85	\$114,915.15	74%	\$336,533.33
5701	<b>Transportation</b>						



Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	Rec'd	%	Prior Year YTD
5701.001	Transportation Management	.00	19.26	241.18	(241.18)	+++		215.42
5701.100	Transportation Red Cross	307,021.00	29,835.00	234,515.00	72,506.00	76		230,265.00
5701.200	Transportation Curative	184,628.00	15,386.00	138,474.00	46,154.00	75		135,819.00
5701.300	Transportation Dept of Human Services	61,551.00	.00	39,049.00	22,502.00	63		29,454.00
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	100		9,900.00
5701.600	Transportation Driver Escort	12,000.00	279.53	5,337.21	6,662.79	44		3,305.41
5701.700	Transportation Oneida	3,600.00	.00	2,700.00	900.00	75		2,700.00
<b>5701 - Transportation Totals</b>								
5714	Accounting and Auditing	\$578,700.00	\$45,519.79	\$430,216.39	\$148,483.61	74%		\$411,658.83
5725	Food Service	7,750.00	1,650.00	8,900.00	(1,150.00)	115		9,163.50
<b>5751</b>	<b>Administrative Fees</b>	526,517.00	32,453.70	264,790.24	261,726.76	50		309,739.92
5751.001	Administrative Fees Miscellaneous	4,358.00	376.00	1,627.00	2,731.00	37		1,177.52
<b>5751 - Administrative Fees Totals</b>								
		\$4,358.00	\$376.00	\$1,627.00	\$2,731.00	37%		\$1,177.52
5784	Interpreter Services	3,000.00	10.00	841.90	2,158.10	28		616.36
<b>5803</b>	<b>Donated Items</b>	.00	5,760.30	26,499.20	(26,499.20)	+++		13,604.50
5803.100	Donated Items Personnel	.00	2,946.17	8,777.41	(8,777.41)	+++		5,534.30
5803.110	Donated Items Mileage	.00	3,500.00	10,500.00	(10,500.00)	+++		10,500.00
5803.300	Donated Items Rent	.00	13,395.00	42,016.88	(42,016.88)	+++		45,891.83
5803.500	Donated Items Nutrition Congregate	.00	27,571.88	82,773.76	(82,773.76)	+++		63,123.76
5803.510	Donated Items Nutrition HDM	.00	12,686.60	42,557.66	(42,557.66)	+++		26,871.18
5803.700	Donated Items Title III-E	.00	12,717.19	34,761.37	(34,761.37)	+++		31,156.93
5803.900	Donated Items Other	.00						
<b>5803 - Donated Items Totals</b>								
		\$0.00	\$78,577.14	\$247,886.28	(\$247,886.28)	+++		\$196,682.50
5850	Contribution	2,000.00	17.00	961.17	1,038.83	48		1,193.84
5905	Lease Payments	8,750.00	735.23	5,399.23	3,350.77	62		4,664.00
6182	Construction	.00	908.00	908.00	(908.00)	+++		.00
<b>EXPENSE TOTALS</b>								
		\$5,143,706.00	\$427,767.85	\$3,754,112.71	\$1,389,593.29	73%		\$3,652,567.44
<b>Department 093 - ADRC Totals</b>								
		(\$140,046.00)	(\$63,864.05)	\$836,415.34	(\$976,461.34)	-		\$982,127.29
<b>Grand Totals</b>								
						597	%	
<b>REVENUE TOTALS</b>								
		5,003,660.00	363,903.80	4,590,528.05	413,131.95	92		4,634,694.73
<b>EXPENSE TOTALS</b>								
		5,143,706.00	427,767.85	3,754,112.71	1,389,593.29	73		3,652,567.44
<b>Grand Totals</b>								
		(\$140,046.00)	(\$63,864.05)	\$836,415.34	(\$976,461.34)			\$982,127.29